



<b>Posting Title:</b>	<b>Cap to Cap Scheduler</b>
<b>Posting Location:</b>	<b>Sacramento</b>
<b>Posting Site:</b>	<b>Indeed &amp; Capitol Morning Report</b>
<b>Number of Postings:</b>	<b>2</b>
<b>Cost to Post:</b>	<b>Indeed - .52 /\$50 Budget // Capitol Morning Report Posting Fee</b>

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A mission-driven organization focused on member services and community impact is seeking a dynamic, detail-oriented individual to join our team! **The Cap to Cap Scheduler** will assist with scheduling and confirming several lobbying appointments with congressional, committee, and administrative officials.

**Essential Duties and Responsibilities:** Others could be added

- Exemplify Metro Chamber's Mission Vision and Values by exceeding internal and external company goals and expectations through Collaboration, Growth Orientation and Impact over Ego.
- Field all incoming calls appropriately, ensure that phones are answered in a timely, friendly and professional manner. Thoroughly investigate the needs of the caller to appropriately route the call.
- Reads and routes incoming mail. Locates and attaches appropriate file to correspondence to be answered by Chamber partners.
- Composes and types routine correspondence to lobbying groups, or officials to ensure meeting requests are upheld.
- Assist with organizing and maintaining file systems and file correspondences and other records.
- Coordinates and arranges meetings, prepares agendas, reserves and prepares facilities, and records and transcribes minutes of meetings.
- Makes copies of correspondence or other printed materials.
- Promptly and professionally greet scheduled visitors and escort to appropriate area or person.
- Prepares outgoing mail and correspondence, including e-mail, faxes and mass mailings
- Orders and maintains supplies and arranges for office equipment maintenance.

**Qualifications:**

- Bachelor's degree (B. A.) from four-year college or university; and one to two years related experience and/or training; or equivalent combination of education and experience.
- Understands business implications of decisions; displays orientation to profitability; demonstrates knowledge of market and competition; aligns work with strategic goals.

**If you are interested in this job opportunity, please submit your resume in response to this posting. All resumes must be in the form of an attachment or it will not be reviewed.**

*Our company is an Equal Opportunity Employer and ensures its employment decisions comply with principles embodied in Title VII, the Age Discrimination in Employment Act, the Rehabilitation Act of 1973, the Vietnam Veterans Readjustment Assistance Act of 1974, Executive Order 11246, Revised Order Number 4, and applicable state regulations.*