



Administrative Assistant – Part Time Position

The Polish American Chamber of Commerce is a not for profit organization dedicated to fostering its members' business interests, educating and facilitating commercial contacts, and building relations.

We are expanding and are in need for additional assistance in our office. The ideal candidate will possess excellent communication skills, is very well organized and in addition to English, speaks Polish. The position involves the following tasks and duties:

- Helping solicit new members and manage membership applications
- Following up on member renewals
- Data entry into QuickBooks
- Coordinating and executing a variety of membership projects
- Participating in and providing assistance at Chamber events

We offer flexible hours. The position is for 20 hours per week at our office located at the Copernicus Center Annex - [5214 W. Lawrence Ave., Chicago, IL](#).

Join our team today! Please send your resume to info@polishamericanchamber.org.