

# UNITED STATES OF AMERICA-CHINA CHAMBER OF COMMERCE

## Job Description

Data Processing Clerk/Office Assistant

<i>Position Title</i>	Data Processing Clerk/ Office Assistant
<i>Location</i>	Chicago Downtown
<i>Term of Employment</i>	Part Time / Full Time
<i>Work Hours</i>	Minimum 20 Hours a Week
<i>Start Date</i>	Immediate
<i>Minimum Education</i>	High School Diploma; Associate or Bachelor's Degree Preferred
<i>Experience Level</i>	Entry
<i>Immediate Supervisor</i>	Executive Director

## Company Description

The United States of America-China Chamber of Commerce (USCCC) is a not-for-profit, bi-national membership organization dedicated to developing increased U.S.-China trade and investment activities by assisting American and Chinese companies, professionals and the general public to better understand the business environments and cultural traditions relevant to successfully doing business in both countries. USCCC is a leading trade organization with extensive reach in both the U.S. and the Greater China Region that conducts a wide range of activities - seminars, conferences, workshops, executive briefings, trade missions and networking events - to identify the technological, economic, financial, demographic and cultural trends that are critical for successful economic development between the U.S. and China.

## Job Duties

- Process travel visa and passport services application; perform data-entry; provide efficient and quality customer services; assist in marketing services
- Organize and update contact databases
- Maintain the USCCC membership database and relations
- Perform other administrative duties

## Job Qualifications

- High school diploma minimum; Associate or Bachelor's Degree preferred
- Strong computer and typing skills
- Attention to details and strong work ethics are a must
- Good communication skills
- Desire to advance to more challenging positions in 2-3 years

## Contact Information

Please send your resume with a cover letter to:

Mai Hoang  
Executive Director  
U.S.-China Chamber of Commerce  
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