

Position Title: Administrative Assistant
Department: Humane Society of Greenwood Administration
Classification: Part-time
Reports To: Executive Director

Summary:
Performs administrative and office support activities for Executive Director and multiple managers.

Essential Duties and Functions

Administrative Duties

- Create and maintain filing system for Administrative Office
- Data entry, including donor and volunteer databases
- Managing voicemail and relay messages to appropriate staff
- Extensive software skills (MS Office), as well as internet research abilities
- Strong communication skills, both oral and written
- Perform weekly supply shopping and other errands using company vehicle
- Prepare Executive Director reports and field phone calls, as needed
- Ensures operation of equipment by completing preventive maintenance requirements; calling for repairs; maintaining equipment inventories; evaluating new equipment and techniques.

People Care

- Provide professional service to customers, visitors and volunteers while promoting and educating the public on the organization's mission, services, programs and activities.
- Direct visitors and customers to the appropriate areas of the facility.
- Model and encourage the humane treatment of animals.
- Accept and acknowledge the receipt of donations and gifts from members of the public and other organizations.
- Represent the organization in a positive manner by maintaining a professional appearance and exhibiting a professional attitude.

Facility Care

- Ensure that the Administrative Office, workstations and equipment are kept clean, organized, and in working order.
- Restock supplies as needed.
- Notify Executive Director when purchase of additional supplies is needed.
- Accept responsibility for overall facility care by removing trash and debris throughout the facility as noticed.

- Adhere to organizational guidelines and policies for cleaning, disinfection and disease control.

Safety

- Complete the required incident report regarding any safety related accident, injury or occurrence and give to Executive Director.

Physical Requirements and Work Environment

- Work performed in an office setting.
- Exposure to zoonotic diseases.
- Subject to possibility for animal bites and scratches.
- Occasional lifting of up to 50 pounds may be required.

Qualifications

- High School Diploma or equivalent or higher.
- Excellent Customer Service Skills.
- Available to work flexible scheduling if required.

Knowledge, Skills and Abilities

- Commitment to the mission, values, goals and successes of The Humane Society of Greenwood.
- Highly motivated, outgoing, polite and professional manner.
- Team player, able to work in a fast paced, multi-tasking environment.
- Compassion for animals, comfortable working with and around animals in the shelter environment.
- Strong computer skills in a Microsoft Windows environment are preferred, as well as internet research abilities
- Ability to communicate effectively, strong interpersonal skills and adaptability.