

Office Administrator Job Description

Title	Office Administrator
Major Objective	To ensure efficient operation of all administrative duties in the shelter. Supports managers and employees through a variety of tasks related to organization and communication.
Key Responsibilities	<p>Answer and direct phone calls</p> <p>Organize and schedule meetings, appointments and surgeries</p> <p>Maintain contact and revenue lists</p> <p>Produce and distribute correspondence memos, letters, faxes and forms</p> <p>Develop and maintain a filing system</p> <p>Check in and process payments</p> <p>Provide general support to visitors by answering questions and requests</p> <p>Confirm and complete all pre-op and post-op paperwork for surgeries</p> <p>Generate reports</p> <p>Handle multiple projects</p> <p>Scan and prepare invoices</p> <p>Maintain supplies inventory by checking stock to determine inventory level; anticipating needed supplies; placing and expediting orders for supplies; verifying receipt of supplies</p> <p>Handle sensitive information in a confidential manner</p>
Qualifications	<p>Proven admin or assistant experience</p> <p>Knowledge of office management systems and procedures</p> <p>Excellent time management skills and ability to multi-task and prioritize work</p> <p>Attention to detail and problem solving skills</p> <p>Excellent written and verbal communication skills (Bi-Lingual preferred)</p> <p>Strong organizational and planning skills</p> <p>Proficient in MS Office</p> <p>At least 7 years of experience in the field or in a related area</p> <p>High school diploma or equivalent; college degree preferred</p>

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Reporting Structure	Reports directly to Director of Operations
Job Status & Location	Shelter Facility: Danbury Animal Welfare Society 147 Grassy Plain Street Bethel, CT 06801
Compensation	Commensurate with experience