



ADMINISTRATIVE ASSISTANT/RECEPTIONIST

Reports To: Executive Director and Shelter Manager

Position Type: Position is part-time 20 hours a week

Compensation: DOE

POSITION DESCRIPTION: The Animal Protection Society-Friday Harbor is seeking a part-time Administrative Receptionist to coordinate the animal shelter's front desk activity and provide a variety of administrative and clerical support across the organization.

RESPONSIBILITIES INCLUDE:

- Welcome visitors/guests, assist customers, and/or direct to appropriate person
- Answer, screen, and forward incoming phone calls
- Provide basic and accurate information in-person and via phone/email and take and distribute accurate correspondence
- Manage and streamline office and front desk operations and activities and maintain accurate records/logs/calendars
- Perform clerical receptionist duties such as filing, photocopying, emailing, phone calls, and other
- Prepare routine and special forms, documents, files, invoices, reports, presentations, and other
- Enter deposits and payments and prepare checks in QuickBooks. Send payments to vendors
- Enter donations and maintain records in the donor database. Distribute donation acknowledgments
- Receive, sort, process, and distribute daily mail and other deliveries
- Create and maintain filing systems, both electronic and physical
- Ensure reception area and other customer/common areas are clean, tidy, and supplies maintained
- Maintain inventory of office and desk supplies
- Maintain inventory and displays of shelter information and merchandise
- Run routine and occasional errands as requested
- Maintain calendars
- Schedule meetings and distribute documents
- Arrange travel and accommodations, and prepare documents
- Schedule and coordinate facility maintenance and service as directed
- Other duties as assigned

Required Skills and Experience

- High School Diploma (or higher education)
- Proven work experience in administration or office management
- Hands-on-experience and proficiency using and troubleshooting computer hardware/software - especially *Microsoft Office Suite*
- Professional composure / customer service driven
- Neat and organized
- Solid written and verbal communication skills
- Communicates effectively
- Ability to, at times, manage stress under pressure
- An upbeat and positive attitude; willing to jump in where needed
- Ability to be resourceful and proactive when issues arise
- Ability to multitask, manage time well, and prioritize duties

Preferred Skills and Experience

- Certification in Office Management / Administration
- Experience with *Little Green Light, Constant Contact, QuickBooks Online, Square, PayPal*, and other business-related software/programs
- Experience working in an animal shelter or working with animals

11/2022