

Job Description Office Administrator

Job Title:	Office Administrator	Travel Required:	Yes; errands/picking up supplies, post office
Organization:	Tailwaggers 911 Dog Rescue	Position Type:	Tuesday – Friday & some Saturdays; hours vary
Location:	Grafton, WI	Salary	\$12.00 - \$17.00 per hour; part-time
Position Contact:	Dawn Boeselager	Will Train Applicant:	Yes, onsite training will be provided to selected applicant

Resumes Accepted By:

E-MAIL:

rescuedogs@tailwaggers911.com
 Subject Line: Office Administrator Applicant
 Attention: Dawn Boeselager

MAIL:

Tailwaggers 911 Dog Rescue
 C/O Dawn Boeselager
 2137A Valley Court
 Grafton, WI 53024

Job Description

Tailwaggers 911 Dog Rescue is seeking a candidate to fulfill the role of office administrator at our Grafton, WI location. Tailwaggers 911 was named the Milwaukee Journal Sentinel’s 2015 - 2017 Rescue of the Year in their Top Choice Award campaign. Tailwaggers 911 originated in October of 2007 and has seen tremendous growth since; completing over 2,700 successful dog adoptions. Tailwaggers 911 is a registered 501(c)(3), non-profit volunteer organization dedicated to the placement of unwanted and homeless dogs in forever homes. We are committed to the prevention of dog overpopulation and neglect. We emphasize education regarding appropriate vet care, including the necessity of spaying and neutering dogs along with preventing heart worm disease. We strive to promote long-lasting and positive relationships between humans and their canine family members.

ROLE AND RESPONSIBILITIES

Provides clerical and administrative support to President of organization; assists in managing the Tailwaggers 911 Dog Rescue office to ensure smooth daily operations of the organization. The role will be responsible for the following duties, but not limited to:

- Overseeing office staff with appropriate delegation of tasks
- Responding to email inquiries
- Using a variety of software packages such as Microsoft® Word, Outlook, PowerPoint, Excel, Access, etc., as well as basic printing and faxing capabilities for communication and maintenance

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of rescue documents, records, and databases

- Managing budgets and creating invoices
- Communicating with key stakeholders including prospective donors, partners, vendors, and volunteers
- Ordering and maintaining inventory of office supplies, equipment, clothing merchandise, dog food, and medications
- Organizing paperwork, documents, clothing merchandise, dog food, and office supplies
- Must be able to travel to pick up and/or deliver office and rescue supplies, donations, dog food, medications, etc.

QUALIFICATIONS/PREFERRED SKILLS

- Strong organizational skills with attention to detail
- Ability to think critically
- Ability to work independently without direct supervision, multi-task, and meet deadlines
- Strong written and oral communication skills
- Respect for confidentiality; reliable and honest team player

EDUCATIONAL SKILLS

Possessing a background in any of the following, but not limited to:

- Administration/clerical support
- Business management
- Record management
- College education: associate degree (minimum)
- Knowledge of dog, dog behavior, education, training, and medications is a plus (i.e. veterinary medicine)

AVAILABILITY

- Flexible availability required. Primary requirements would be Monday – Thursday and occasional Saturdays depending on the needs of the rescue, events, and incoming transports. Start time will be 9:00am and end times will flex to meet rescue needs each week. Some weeks will require daily availability and others less.

Reviewed By:	Heather Ludy, Executive Assistant	Date:	February 23, 2018
Approved By:	Dawn Boeselager, President	Date:	February 23, 2018