



## Job Description

**TITLE: Administrative Assistant/Operations for JVA**

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Apply for this opening by clicking here: [Job Application Link](#)

**FLSA:** Non-Exempt (hourly)

**REVISED:** April 1, 2017

**REPORTS TO:** COO

**SUPERVISES:** None

### Position Summary:

Responsible for providing administrative support to assigned functions; communicates by telephone, electronic media and in -person with employees, executives and high profile visitors.

### Essential Duties and Responsibilities:

- Monitors COO's email inbox; responds/forwards correspondence as appropriate.
- Supports all operational projects and tasks. Will be heavily involved in FF&E (furniture, fixtures, and equipment) project oversight and completion.
- Creates/maintains/files digital and paper records and archives.
- Creates and updates SOPs for the operations' teams.
- Develops, monitors and maintains assigned budgets.
- Establishes and maintains calendars/schedules, reminders and updates task lists/plans.
- Executes travel, conference and meeting arrangements as required; schedules meeting space, ordering food, setup of audio-visual equipment and clean up.
- Assists with expense reports, credit card reconciliation, purchasing and other related administrative tasks.
- Completes monthly key performance indicators (KPIs).
- Provides information and assistance to internal and external customers as required.
- Contributes to the efficiency and effectiveness of the unit's service to its customers by offering suggestions and directing or participating as an active member of a work team.
- Exercises strong judgment and discretion with highly confidential information.
- Other duties as assigned.

### Education and Experience Requirements:

- High School diploma/GED.
- Four (4) years of clerical/administrative support experience.
- Equivalent combination of formal education and appropriate related experience may be considered..

**License & Certification Requirements:** None



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### Required Knowledge and Skills:

Knowledge of:

- Standard office administrative practices and procedures, including filing and business letter writing; the operation of common office equipment.
- Principles and practices of budget and financial management.
- Correct English usage, including spelling, grammar, punctuation, and vocabulary.
- Business arithmetic, including percentages and decimals.
- Record keeping principles and practices.
- Techniques for dealing effectively with co-workers and the public, in person and over the telephone.

Skill in:

- Use of office computer software programs such as Microsoft Office products and Google docs. Sharepoint experience is a plus.
- Gathering and compiling information; preparing accurate reports and summaries.
- Organizing work, setting priorities, meeting critical deadlines, and following up assignments with a minimum of direction.
- Maintenance and oversight of assigned budgets.
- Using tact, discretion, initiative and independent judgment within established guidelines.
- Organizing and maintaining accurate records and files.
- Operating standard office equipment, including computers and associated software.
- Contributing effectively to the accomplishment of team or work unit goals, objectives and activities.
- Establishing and maintaining effective work relationships with staff, coworkers and the public.
- Communicating, relating and interacting with a variety of individuals from various socioeconomic, ethnic and cultural backgrounds, in person and over the telephone, where relations may be confrontational or strained.

### Working Conditions and Physical Effort:

Physical ability and mobility to work in a typical office setting and use standard office equipment; strength to lift materials weighing up to 25 pounds; vision to read printed materials; stamina to sit and work with computer for an extended period of time; and hearing and speech to communicate in person or over the telephone. Accommodation may be made for some of these physical demands for otherwise qualified individuals who require and request such accommodation.

All employees work in a culture of continuous improvement and are expected to support our mission. Employees must be able to clearly articulate our goals, actively participate in outstanding customer service, and accept responsibility for maintaining our culture of philanthropy.



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***This job description is intended to describe the general nature and level of work expected of this position. This description is not intended to be construed as an exhaustive listing or description of all responsibilities, duties and skills required of incumbents in the job.***

Regular work schedule may include Saturdays, Sundays, and holidays.

If you meet the minimum qualifications for education and/or experience described above, you are encouraged to fill out an online application. For unpaid or volunteer opportunities, please visit our website.

This job is open until filled. After it's filled, we may continue to accept applications, to establish a list for future vacancies.

### **Pay and Benefits:**

Fair pay and good benefits, including employer contribution to health insurance, and paid time off for full time employees. All jobs are regular full time, unless noted otherwise. Our Summary of Benefits may be found [here](#). Additional benefits are available for certain positions.

### **About Us:**

The Animal Foundation is a private, non-profit agency dedicated to making a difference in the lives of animals in the Las Vegas Valley. To promote the humane treatment of animals, The Animal Foundation operates Nevada's largest open-admission shelter (Lied Animal Shelter), taking in approximately 30,000 lost, unwanted and abandoned pets every year. Additionally, the Foundation offers adoption services, lost and found services, volunteer and foster opportunities, and low-cost spay and neuter and vaccination clinics. To learn more about The Animal Foundation, the jobs available, and an online application form, visit [animalfoundation.com/employment](http://animalfoundation.com/employment).

We envision a humane and compassionate community for all animals. Our mission is save the lives of all healthy and treatable animals in the Las Vegas Valley.