



Administrative Assistant Job Posting

Roger Williams Park Zoo (RWPZ) of Providence, Rhode Island, is one of the nation's oldest zoos, exhibiting over 100 animal species. Our culture is built on our core values -community, fun, innovation, diversity, integrity, sustainability, and excellence. We value our role in the community as a treasured place for families and a trusted resource for learning; we create a sense of community for our staff and contribute to the global conservation community. We provide a fun experience for our guests and believe that a fun environment is essential to create a great workplace. We are willing to take risks, to propose novel ideas and to think "out of the box". Bold dreams are welcome here. We act with respect toward all. We value diversity. Integrity and honesty drive our business practices and our relationships with each other and our constituents. We are driven by our vision of greater sustainability in our environmental practices and in our business model. We believe that by establishing a sustainable financial base we can best achieve our goals. We are always striving for excellence. We work to exceed expectations in all areas.

RWPZ is currently recruiting a full-time, year-round, non-exempt, Administrative Assistant for our Operations division. Under the general supervision of the Chief Operating Officer, this position is responsible for providing receptionist support to the entire Operations department, which encompasses Facilities, Buildings and Grounds, Safety and Security, Events Team, Horticulture, Group Sales, and Guest Services departments.

Responsibilities:

- Answer incoming calls on multiple phone lines and performs various related duties such as routing calls to appropriate personnel or department, taking messages, etc.
- Provides clerical support including the creation of documents, forms, tables and other correspondence as needed.
- Interacts and communicates with a broad range of individuals including employees, sales representatives, delivery personnel, subcontractors, etc.
- Responsible for:
 - a. ordering and storing inventorying of office supplies and equipment.
 - b. managing the company's work order system, including creating and issuing work orders. The candidate will also be the liaison between the company and work order vendor for any issues that may arise.
 - c. attending weekly senior management meetings and recording minutes.

- Maintains:
 - a. general appearance of Operations reception area and adjoining areas.
 - b. and schedules service and repairs for assorted office equipment, appliance repairs, etc.,
 - c. office coordination and communication between the department/person and the rest of the office.
 - d. general appearance of Operations reception area.
 - e. and input data entry into various systems and generate various weekly reports.
- Creates and maintains:
 - a. vendor files to include contract, purchase order and invoice information.
 - b. Excel spreadsheets for purchase itemization for each department manager and records line-item entries.
 - c. purchase orders and match invoices by making copies and submitting to Accounts Payables.
 - d. team calendars, noting projects planned and schedule of events
- Records serial numbers and keeps warranties of all tools and appliances purchased.
- Accountable for record keeping of employee absences, vacation requests, purchase requests, daily activity calendar, etc.
- Prepare documentation with proper coding according to the accounting procedures and policies.
- Updates the company's daily information journal to include the emergency response coordinator and the manager on duty for operations staff.
- Oversee the maintenance and service scheduling of the company's water filter units and corresponds with vendor directly for servicing and invoicing.
- Assists with company fundraiser events as needed.
- Collects mail and disperses accordingly.
- Perform other job-related tasks as assigned by the Chief Operating Officer.

Other functions and responsibilities (Non-Essential/Marginal Functions)

- Assist in the development of executive level reports and presentations.
- Provide operational support to team members including, but not limited to, taking minutes, assisting office staff members in the preparation of materials and applicable supplies.
- Assist other departments when deemed necessary by the Chief Operating Officer.

Required Experience, Training and/or Education

Required Experience and Education:

- High school diploma or equivalent plus three years of receptionist or customer service experience, or equivalent combination of education and experience.
- Knowledge of:
 - a. reception, office administrative procedures and use and operation of standard office equipment, at a level generally acquired through a minimum of three years related experience.
 - b. computer software applications, such as desktop publishing, project management, spreadsheets, and database management.
- Experience supporting executive management and multiple departments is a plus.

Preferred Experience and Education:

Recent Experience working with diverse populations and fluency in speaking additional language a plus.

Competencies

- Proficiency in Microsoft Word, Excel, Power Point, MS Outlook, Asset Essentials, MS Office, and the Internet
- Ability to:
 - work independently and multitask.
 - be highly organized and able to work with minimal supervision.
 - communicate verbally and in written form with all levels of management, staff, vendors and the public.
 - work in a high public contact area and maintain a professional appearance and telephone manner.

Additional Requirements:

- Successful completion of a background check.
- Valid driver's license.
- Willingness to work flexible work schedule, including occasional evenings, weekends and holidays.

Supervisory Responsibilities:

Not applicable.

If you are interested in this exciting opportunity to be a team member at a well-renowned Zoo in the New England area, send a cover letter, resume and salary requirements to the address below.

Roger Williams Park Zoo
ATTN: Administrative Assistant
1000 Elmwood Ave
Providence, RI 02907
-or-
employment@rwpzoo.org



ACCREDITED BY THE
**ASSOCIATION
OF ZOOS &
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