

Rolling Hills Zoo Job Description

Job Title: Office Assistant

Reports to: Executive Director

Effective Date: 2024

Job Summary: To assist administrative operations at the zoo



General Duties and Responsibilities:

- Demonstrates a commitment to the Zoo's mission statement and core values.
- Performs duties in a service-oriented manner.
- Demonstrates a commitment to maintaining a healthy work environment.
- Recognizes the needs of others and treats others with respect and dignity.
- Maintains good work habits and adheres to all policies and procedures.

Key Duties and Responsibilities (including but not limited to):

- Answering phone calls, directing calls to the appropriate person, taking messages
- Greeting visitors, directing them to the correct person
- Sorting and distributing incoming mail, preparing outgoing mail
- filing systems, organizing documents, retrieving files as needed
- Keeping track of office supplies, ordering new items when necessary
- Entering information into spreadsheets and databases
- Copying, scanning, faxing documents
- Scheduling appointments and meetings, managing calendars
- Assisting with booking travel for staff
- Gathering information as needed
- Working all zoo events (Occasional weekend days)
- Assisting in conference center/giftshop/restaurant at times.

Required Qualifications, Experience, and Skills

- Excellent communication skills, both verbal and written
- Strong organizational and time management skills
- Attention to detail
- Proficiency in Microsoft Office Suite (Word, Excel, Outlook)
- Ability to multitask effectively
- Professional demeanor and customer service skills