

Job Description
Title: Facility Administrative Staff
Reports To: Administrative/Office Manager
Employees Supervised: None

Position Description

Serves the company's internal and external customers by assisting in coordination and monitoring of workflow within the office, with other Parks companies, and corporate headquarters. Primary duties are administrative, clerical and accounting in nature.

Duties and Responsibilities

Essential functions of the position include, but are not limited to:

- Understands and uses the "Opportunity Markets" management information system.
- Provides administrative support, including handling mail, telephone, receptionist duties, copying, faxing, and filing.
- Mails and/or faxes invoices to customers in a timely manner.
- Works with trucking to make sure all loads incoming and outgoing are accounted for; reconciles outgoing loads with customer invoices.
- Daily reconciliation of animal purchases, movements, sales and on hand.
- Assists in maintaining accounts payable.
- Assists in the inventory and purchasing of office supplies.
- Works to understand sort codes, judge weight and quality of animals.
- Operates the scale to weigh animals when required.
- Performs other related duties as assigned.

Job Specifications

- High school education or equivalent with strength in mathematics.
- Office/clerical experience, typing skills.
- Ability to utilize computer systems, equipment, databases, and software applications..
- Ability to work independently with minimal supervision and direction.
- High level of accuracy and attention to detail.
- Ability to initiate, organize, and prioritize work.
- Ability to work in a team environment.

Mental and Physical Requirements

- Operates a computer and related peripheral equipment, telephone, laser printer, copier, fax machine, and calculator proficiently.
- Ability to move about the office with occasional lifting, reaching, and bending.
- Ability to operate telephone and respond to calls and take messages.