

POSITION: Office Manager
DEPARTMENT: Friends of Beaver Creek Reserve
REPORTS TO: Beaver Creek Reserve Director
DIRECTION EXERCISED: None

POSITION SUMMARY:

Under supervision of the Beaver Creek Reserve Director, this position provides clerical support for Beaver Creek Reserve, including scheduling, typing, filing and greeting visitors and responding to inquiries. Ability to operate office equipment and register. Supervises and Manages Nature Center Host Staff & volunteers.

ESSENTIAL FUNCTIONS (Illustrative only):

- Reservation and Program Responsibilities:
 - Registration set-up and maintenance in registration
 - Maintain Usage, Invoicing and Deposits for all reservations
 - Facilities selection, Reservations and Processing
 - Customer Service (registration assistance, general questions, etc.)
 - Website Updates in content management system as needed
 - Manage reservation website system and develop efficiencies
 - On-Site Event Registration/Customer Service
 - Provide Information on Programs to Public
- Organize reports for board meetings and retain files
- Meet with Health Inspector and ensure compliance
- Organize professional staff for on call weekends and cover 5-6 weekends
- Prepare reports, correspondence and billing information
- Familiarity of Microsoft Office programs, particularly Word and Excel.
- Answer telephone and greets the public
- Sorts and distributes mail
- Responsible for office supplies and equipment including ordering and maintaining
- Maintain telecommunications system & door security system
- Administers general email account
- Responsible for opening and closing Nature Center M-F 9am – 4:00pm
- Manages Nature Center Host Staff & volunteers
- Hires and Trains Nature Center Host Staff and Volunteers
- Oversee, stock, and purchase product for Nature Center Store
- Perform other duties as assigned

WORK ENVIRONMENT:

- Work is largely sedentary in an office setting with occasionally walking and standing

KNOWLEDGE, SKILLS, AND ABILITIES:

- Ability to perform detailed work accurately within time limits and with minimal supervision
- Ability to handle multiple tasks simultaneously
- Ability to communicate effectively both orally and in writing
- Ability to understand and follow oral and written instructions
- Ability to establish and maintain effective working relationships with other employees and the general public
- Ability to proficiently operate standard office equipment including, but not limited to: copiers, telephone, and personal computer
- Must be able to work the allocated hours of the position

DESIRED QUALIFICATIONS:

- Associates Degree with 3-5 years of experience in the field or related area.
- Typing skills of 60 w.p.m.
- Occasional lifting of up to 40 lbs.

***NOTE:** Appointment will be conditional upon successful completion of a criminal background check.*

TO APPLY:

Application Deadline is March 31 2018. Please submit your resume, cover letter, and three references to erik@beavercreekreserve.org or mail to

Beaver Creek Reserve
Attn: Erik Keisler
S1 County Rd K
Fall Creek, WI 54742

No Phone Calls