

## **Administrative Manager**

Children's Fairyland is a non-profit fairytale-themed park dedicated to providing a magical fantasy world where young children can create, imagine, play, and learn. We are seeking a friendly, outgoing, customer service oriented individual to assist in maintaining Fairyland. Responsibilities and a full job description are listed below.

### **Job Description**

Under the supervision of the Executive Director, the administrative manager will provide a positive, professional image for the organization and assist all staff members, visitors, and callers in a pleasant and timely manner. Must be a confident and calm team player to manage a busy front desk. This is a full-time, salaried position. The hours are Wednesday - Sunday, 9am – 5:30pm. Occasional evening event work may be required.

### **Qualifications**

- 2 to 3 years of general office, facilities or administrative experience, A.A. preferred
- Excellent interpersonal, verbal and written communication skills, (able to take directions well)
- Strong organizational skills and excellent follow through,
- Solid computer skills (Microsoft Office, Excel & Outlook),
- The ability to work independently and follow assignments through to completion,
- The ability to lift up to 25 lbs and to perform physical tasks.
- Customer service experience
- Experience with postage meters, photocopiers and fax machines.
- Professional appearance.
- A valid California Driver's License; a reliable vehicle a plus
- First aid certification a plus.

### **Responsibilities**

- Assist Executive Director, and other full time and part time managers as required
- Respecting confidentiality a must.
- Board Liaison:
  - Manage board of directors' meetings (confirm attendance, prepare handouts, set up conference call if necessary, ensure functioning recording device, post meeting agenda and send board materials to the City Clerk, per city requirements).
  - Maintain data (board member's terms, contact information, annual forms)
  - Administrative support (send calendar invites for special events, reminders for deadlines, schedule meetings)
- Greet staff and visitors in a professional, courteous manner, maintain office security and connect the visitor/customer/vendor with the appropriate person quickly and accurately
- Answer multiple phone lines, screen calls and transfer calls to the appropriate department or person, provide general information and assistance to callers.
- Maintain and create mailing database and related spreadsheets.
- Aid in major events

- Make park-wide announcements for shows, closing, and emergencies
- Receive, sort, send and distribute mail
- Process all incoming donation requests
- Handle petty cash from fulfilling requests to replenishing fund
- Perform light typing and other clerical duties as assigned.
- Prepare and create correspondence, e.g. memos, letters, minutes.
- Coordinate personnel schedules.
- Schedule meetings and record minutes if necessary.
- Manage and maintain office supplies and equipment.
- Maintain usage and safety of office machines (copier, fax, printers, and postage meter)
- Order and maintain stock of first aid supplies
- Set up, neaten, and stock Executive Director's office, kitchens, and other "public" areas.
- Serve as "information central" for all lost children, special events
- Any and all other duties as required.

#### HOW TO APPLY:

Absolutely NO phone calls please. Send your cover letter, resume and references from your current and past employers. If faxing or emailing, please put the job you are applying for in the subject line and do NOT include attachments. Attachments will not be opened and the email will automatically be deleted. Only those selected for an interview will be contacted.

EMAIL: Reply to ad

FAX: (510) 452-2261

MAIL: 699 Bellevue Avenue, Oakland, CA 94610

Children's Fairyland is an equal opportunity employer and welcomes applicants of all backgrounds.

A background check (which will include Criminal Records, Public Records and Personal References) will be required for employment.