

POSITION DESCRIPTION

Position Title: **Administrative Manager**
Company: **Racing Medication & Testing Consortium**
Prepared by: **Dr. Dionne Benson** Date: **July 12, 2017**
Approved by: **Dr. Dionne Benson** Date: **July 12, 2017**

SUMMARY

Provide administrative, secretarial and clerical support. Answers phones, handles correspondence, assists with special projects and reports and coordinates various departmental activities.

ESSENTIAL DUTIES AND RESPONSIBILITIES *include the following. Other duties may be assigned.*

- Assist in the coordination of RMTC office and staff activities.
- Assists with fundraising efforts by helping to schedule the fundraising calendar, managing contact spreadsheets, conducting mail merges and coordinating the printing of mailing materials, preparing invoices and tracking responses
- Coordinates planning and arrangements for meetings of the board, committees and special conferences
- Makes travel arrangements and schedules appointments
- Compiles information, prepares and distributes agendas and information packets prior to meetings
- Assists in the scheduling and conducting of all meetings and conference calls, takes notes and prepares minutes
- Compiles information, prepares, and distributes reports
- Assists in reviewing and coding invoices prior to management approval
- Assists the communication consultant and laboratory accreditation consultant with special projects
- Composes, prepares, distributes and files correspondence and other records.
- Answers phones, provides information to callers or forwards calls to the appropriate person
- Opens and distributes incoming mail, notifies staff of any checks received and deposits checks at bank
- Orders office supplies
- Posts headlines provided by communications consultant to the website
- Performs database entry for website databases
- Develops and maintains Excel spreadsheets for various projects and the recording of contributions received
- Other duties and responsibilities as may be assigned by the executive director

Responsibility for contacts

This position interacts with all staff levels, board members, industry representatives, and other business contacts on an ongoing basis.

QUALIFICATIONS *To perform this job satisfactorily, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

EDUCATION AND/OR EXPERIENCE

High school diploma or equivalent; a college degree or equivalent business experience is preferred.

KNOWLEDGE AND TECHNICAL SKILLS

Excellent PC skills – especially with Word processing, Outlook, PowerPoint, Excel accounting and spreadsheet packages, Adobe PDF

Ability to operate standard office equipment such as a fax machine, copier and printer

Familiarity or professional experience in the racing industry is preferred.

Experience conducting large mailings is preferred.

Experience in meeting or event planning/coordination is a plus.

OTHER

Excellent communication and interpersonal skills

Excellent multi-tasking and organization skills

Ability to prioritize work assignments and follow-through in an efficient manner

PHYSICAL DEMANDS *The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

- The most important physical demands of this position are the ability to talk or hear when communicating face-to-face or by telephone. The ability to use hands to finger, handle or feel and to reach with the hands and arms is also very important. Must also be able to sit for prolonged periods. (These activities occur more than 2/3 of the time.)
- The ability to walk is necessary up to 2/3 of the time.
- The ability to stand is necessary up to 1/3 of the time.
- No lifting or moving is required.
- Close vision is required in order to use a computer.

WORK ENVIRONMENT

This position is performed in an office environment. Some travel is required.