

The Purrfect Job for an Animal Lover

Job Title: Administrative Assistant

Nevada Humane Society is seeking an Administrative Assistant/Receptionist who is energetic, detail oriented, reliable, outgoing, and friendly. With these skills and talents, the qualified candidate has the unique opportunity to be a public liaison for the shelter, donors and the Board of Directors. This includes processing donations, correspondence, keeping schedules, and the exciting chance to take on challenging projects that directly help animals.

Company Info:

The Nevada Humane Society is a non profit organization that provides shelter to homeless animals, pet adoption services, low-cost spay/neuter and a free Animal Help Desk to the community.

Job Description:

Data entry

Correspondence

Scheduling

Management of correspondence, generating reports, maintaining of files and logs

Filing, copying, collating

Tasks as directed and requested by department managers and directors

Assisting with special projects as needed

Full time position available.