



**ADMINISTRATIVE SPECIALIST  
DEVELOPMENT/WATERFOWL PROGRAMS  
JOB POSTING**

This position performs a variety of general office support assignments and serves a key support role for our organization. Responsible for the timely coordination, processing, and completion of assigned mailings and other communication projects. A general understanding of office best practices in handling and processing data in an accurate and timely manner is required to effectively perform this position. This full-time position is based out of our Bismarck, ND office.

**ESSENTIAL JOB FUNCTIONS**

- Answers telephone in a friendly manner, gives information to callers, takes messages, or transfers call to appropriate individuals
- Greets visitors, handles their inquiries, and directs them to the appropriate staff
- Processes daily mail and deposits
- Coordination and execution of various mailings and communication projects as assigned
- Preparing and sending meeting notifications and information
- Manages multiple general inbox emails
- Processes store orders and maintain inventory records
- Operates a variety of office machines (i.e., copier machine, postage machine)
- Primary liaison for maintenance needs
- General administrative duties as required by supervisor
- Performs other duties as assigned

**REQUIRED QUALIFICATIONS**

To perform this job successfully, an individual must be able to perform each essential function 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:

- Possess a high school diploma or equivalent, and three years of related experience
- Excellent interpersonal skills
- Knowledge of clerical office practices and procedures, record keeping practices, word processing, spreadsheet, database, and presentation software
- Prior experience editing and proofing documents
- High degree of accuracy, timeliness in execution of data processing, and discretion of information
- Ability to perform assigned responsibilities with minimal supervision

**PHYSICAL DEMANDS**

While performing the duties of this job, the employee is regularly required to sit, talk and listen. The employee requires dexterity in using telephone, computer keyboard, mouse, calculator and other office equipment. The employee is regularly required to stand, walk, and navigate stairs. The employee must lift and move up to 30 pounds. Vision abilities required by this job include close vision, depth perception and ability to adjust focus.

**APPLICATION PROCEDURES**

Please submit the following documents to [bsicble@deltawaterfowl.org](mailto:bsicble@deltawaterfowl.org):

- Cover letter
- Resume
- Three professional references

*Delta Waterfowl Foundation is proud to be an equal opportunity employer.*