

Director of Administrative Services

Overview:

The Director of Administrative Services will play a key role in developing, coordinating and directing the administrative activities of the organization by performing or delegating the duties and responsibilities of the position.

The ideal candidate will be a self-starter with strong attention to detail, who demonstrates a compassionate attitude and is able to engage with members and National leadership. Has a knack for communicating and conveying a wide range of information to different audiences.

Preference will be given to candidates that are members of the VFW Auxiliary.

Essential Functions/Key Responsibilities:

- Ensure that administrative tasks are completed in an effective and efficient manner to carry out the organization's strategic plan and mission.
- Answer incoming calls and emails and ensure member issues are handled promptly and properly. Must have a positive, patient, cooperative and pleasant attitude towards all. Customer service skills that portray an attitude of gratitude must be displayed at all times.
- Assists National leadership in monitoring deadlines on memos, projects, and other tasks to ensure completion in a timely manner.
- Develops and implements a process to monitor and track all projects that have been assigned.
- Effectively present information to National leadership, members, and/or public groups.

Qualifications:

- Bachelor's degree (B. A.) from four-year college or university and four years related experience.
- Highly developed ability to read, write and interpret documents in the English language. Ability to speak English effectively before groups of members or employees of the organization. Ability to respond effectively to the most sensitive inquiries or complaints from members or the general public. Ability to maintain a high-level of discretion when dealing with sensitive/confidential information.
- Proficient with Microsoft Office programs; is able to spell correctly, use proper grammar and be accurate with data entry.
- Able to add, subtract, multiply and divide in all units of measure, using whole numbers, common fractions and decimals, and calculate percentages and ratios. Able to file correspondence and other records and maintain filing system.
- Able to apply common sense understanding to carry out instructions furnished in written or oral form. Ability to deal with problems in calm manner and use prudent problem-solving skills. Ability to pay close attention to detail. Accuracy is of the utmost importance.

Job Type: Full Time

Salary Range: \$50,000-\$60,000/year

Benefits:

- Medical, Dental, Vision, and Life insurance.
- Short Term and Long Term Disability insurance.
- Retirement Plan
- Vacation, Sick, and Personal leave
- Holidays
- Parking