



# JOB POSTING NOTICE

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**POSITION:** ADMINISTRATION COORDINATOR  
**DEPARTMENT:** VETERINARY SERVICES  
**REPORTS TO:** VETERINARY SERVICES MANAGER  
**STATUS:** FULL TIME - HOURLY, NON-EXEMPT  
**DATE:** OCTOBER 25, 2018

## **POSITION SUMMARY AND MINIMUM QUALIFICATIONS:**

This position provides administrative management for the Veterinary Services Department. The candidate will perform duties that connect and streamline the function of the Veterinary Services Department internally and externally within the organization. Independent judgment is required to plan, prioritize and organize diversified workload and make recommendations to change office practices and procedures.

The successful candidate will possess a 2-year degree from an accredited college or university and have a minimum of 2 years work experience and/or an equivalent combination of education and experience. The successful candidate will be results-driven and be an effective communicator at all levels, from staff to managers and board members. Candidate should be skilled and knowledgeable in Microsoft Office products with the ability to perform and adapt to tasks in various applications including custom/specialty software.

## **COMPETENCIES Required:**

1. Communication Proficiency
2. Collaboration Skills
3. Organizational Skills
4. Problem Solving Skills
5. Technical Capacity

If you are interested in this position and meet the minimum qualifications, please submit your cover letter and resume to Leslie Stewart, human resources manager at the SPCA Serving Erie County: [leslies@yoursPCA.org](mailto:leslies@yoursPCA.org) . Thank you!

**This posting notice will expire on November 9th, 2018**