

FORT TICONDEROGA AMERICA'S FORT

Administrative Assistant

Primary Purpose of Position:

To assist in administrative operations including, but not limited to, answering telephones, assisting in office related communications such as general correspondence, and filing. The Administrative Assistant will also assist with bookkeeping duties such as processing all payable invoices and related check payments and attendance reporting as well as providing support for Fort Ticonderoga business units, development, communications, volunteer services, and other administrative functions.

Relationships

- This person reports to the Director of Finance & Business Operations
- Must be willing to work closely with other departments
- Sharing equipment and workspace requires a spirit of positive cooperation with co-workers

Qualifications/ Skills and Abilities

Experience including:

- Superior customer service
- Cash handling
- Working independently with little or no supervision
- Strong oral and written communication skills and a high degree of computer literacy
- Working with confidential information
- Must be able to multi-task, function as part of a close-knit team, and enjoy working with the public

High school diploma required, two-year degree preferred.

Responsibilities:

- Ensure that guests receive outstanding service which includes greeting guests, maintaining solid product knowledge and all other aspects of customer service
- Proactively interact with guests in a professional manner
- Answer phone and e-mail inquiries
- Maintain complete filing system to support financial records
- Taking reservations
- Assistance in the coordination of the Ambassador Pass program
- Assistance in the Volunteers Count! Program
- Processing invoices and deposits

- Attendance recording
- Development mailings
- Fundraising event preparation
- Assistance as assigned related to business units and other departments
- All other duties as assigned

Physical Demand

The physical demands and work environment described here are representative of those an employee encounters while performing the essential functions of this job.

- Physical requirements include long periods of standing, stooping, kneeling, bending, and lifting of up to 50 lbs
- Lifting and transporting of moderately heavy objects such as furniture, equipment, and boxes, will be required
- The various duties require the ability to work in varied temperatures

Schedule

Able to work a flexible schedule including some weekends and occasional evenings

Fort Ticonderoga is an Equal Opportunity Employer

To apply, send applications to Sydney Collier, Dir. of Finance & Business Operations, Fort Ticonderoga Association at 30 Fort Ti Road, Ticonderoga, NY 12883 or e-mail to scollier@fort-ticonderoga.org. Faxed applications can be sent to 518-585-2210. For more information, call 518-585-2821. For additional information on Fort Ticonderoga visit www.fort-ticonderoga.org.