

## **Office Logistics Manager**

### **Short Post**

*Help Save the Manatee Club manage our daily operations and logistics tasks!*

*This position will be responsible for assisting the Director of Web Development & Office Logistics with the daily tasks necessary to ensure operations run in a smooth and efficient manner.*

*The position requires a person who is exceptionally detail-oriented and can work independently, as well as in a team setting with both in-office and remote workers.*

*This is a full-time in-office position. The chosen candidate must be a “morning person” with a desire to start work at 8:00am.*

*For more detailed information, please see our post on LinkedIn, or email [work@savethemanatee.org](mailto:work@savethemanatee.org). No phone calls, please.*

---

### **Long Post**

Save the Manatee Club is a 501c(3) non-profit located in Maitland, Florida dedicated to our mission of seeing manatees protected, advocated for, and saved from harm.

Employment type: Permanent Full-Time

*Job purpose:*

To support the organization by assisting the Director of Web Development & Office Logistics with the daily tasks necessary to ensure operations run in a smooth and efficient manner.

*Responsibilities:*

#### Office Organization

- Opening the office for the day and maintaining an organized and welcoming atmosphere
- Ordering Office and Program Supplies
- Answering basic “how to” questions from office staff
- Cleaning and organizing office and restrooms

#### Admin Tasks

- Preparing and making bank deposits
- Handling Incoming Mail
- Back up for answering phones
- Maintain officewide project schedule
- Creating Form Templates
- Tracking agreements and deadlines
- Tracking and following up on Matching Gifts

#### Phone & Email Management

- Assisting with maintaining VOIP phone system
- Checking and following up on general mailbox voicemails

- Checking and following up on shared email boxes

#### Inventory

- Coordinate physical monthly Inventory – all departments
- Maintaining Software and Licenses inventory
- Tracking and data entry of Wishlist inventory
- Assist with physical and e-filing of inventory and paperwork

#### Backup for Data Entry Tasks

- Assist with Recurring Gifts
- Assist with Other Third-party gifts
- Assist with Basic data cleanup projects

#### Miscellaneous

- Log communications and appropriate data in organization database (Blackbaud's Raiser's Edge)
- Operate a variety of standard office machines and software, including a personal computer, graphics printer, and telephone
- Remain up to date on organizational activities
- Other duties & special projects as requested

#### *Qualifications:*

- Intermediate computer software skills including Microsoft Office 365
- Desire and ability to learn new skills, including new technologies & software
- Professional and courteous interpersonal skills
- Detail-oriented
- Adherence to strict confidentiality standards
- Dedication to supporting an environmental organization
- Sense of compassion and personal responsibility
- Flexibility and ability to adapt quickly to new circumstance
- Ability to work independently as well as with a team
- Ability to maintain regular, punctual attendance – must be a “morning person”

#### *Pay Rate:*

Starting wage is \$14 - \$16 per hour DOE.

#### *To Apply:*

Please reply to this post or email [work@savethemanatee.org](mailto:work@savethemanatee.org) with a cover letter, resume, work samples, and any additional information you would like to provide. No phone calls, please.