

American Association of Equine Practitioners

Part-time Administrative-Assistant position – Flexible schedule

The American Association of Equine Practitioners is an international membership association for equine veterinarians. We are located at the Kentucky Horse Park in Lexington, KY and we are currently looking for a responsible Administrative Assistant to perform a variety of administrative and clerical tasks on a part-time basis. Duties of the Administrative Assistant include providing support to our department heads, assisting in daily office needs and helping to manage our association's general administrative activities. Administrative Assistant responsibilities include making travel and meeting arrangements (including zoom), preparing reports and maintaining appropriate filing systems. The ideal candidate should have excellent oral and written communication skills. The position will initially consist of 20-25 hours a week; however, has a great degree of flexibility in terms of schedule and days of the week, both of which could be relatively customizable based on both the needs of the applicant and the association. If you have previous relevant experience and are looking for something part-time that has some flexibility, we'd like to meet you.

Responsibilities

- Organize and schedule appointments
- Plan meetings and take detailed minutes
- Assist in the preparation of regularly scheduled reports
- Book/arrange travel arrangements
- Submit and reconcile expense reports
- Provide general support to senior managers

Requirements

- Proven experience as an administrative assistant or office admin assistant
- Knowledge of office management systems and procedures
- Working knowledge of standard office equipment
- Proficiency in MS Office, scheduling software & zoom, also a plus
- Excellent time management skills and the ability to prioritize work
- Attention to detail and problem solving skills
- Excellent written and verbal communication skills
- Strong organizational skills with the ability to multi-task
- High School degree; additional qualification as an Administrative assistant or Secretary will be a plus

Interested candidates should send a cover letter and resume to Sue Stivers at sstivers@aaep.org.