

Office Clerk

The Office Clerk is responsible for completing a variety of administrative support and clerical functions to include paperwork related to processing registrations and membership. Work involves routine duties or tasks and is completed according to well-defined, established procedures involving limited complexity and some degree of independent judgment. Work is performed under supervision of the Registrar.

EDUCATION AND/OR EXPERIENCE

The individual interested in this position should have equestrian background, have had some college courses, be proficient in Microsoft Office Suite Tools (Word, Excel, PowerPoint, etc.), must have the ability to copy, scan and file. This individual must work well with others. Good written and oral communication skills.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Responsibilities include but are not limited to:

Be available for 20-25 hours/work each week. Monday-Thursday. Some additional hours during the RMHA International in September.

Respond to email and telephone queries and direct clients to the appropriate individual as required.

Assist in preparing notes and other material needed.

Assist in processing registrations and memberships to include direct communication and payment processing.

Various administrative duties including copying, filing, scanning, and ordering supplies.

Assist in the document formatting and editing of reports, plans and presentations.

Assist with invoicing and purchasing.

Assist in meeting set-up/take down.

Any other reasonable duties as requested.

Please send resume and letter of interest to: admin@rmhorse.com