



EMPLOYMENT OPPORTUNITY

Administrative Coordinator

(Contract – Maternity Leave up to 1 year)

SARI Therapeutic Riding is a charitable organization providing therapeutic horseback riding programs for people with special needs

SARI Therapeutic Riding is seeking an **Administrative Coordinator** who will provide administrative and customer service support to donors, riders, families and internal staff. SARI seeks a self-starter with a professional and positive attitude; flexible with strong follow through capability and attention to detail. Responsibilities will include processing invoices and donations, completing banking transactions, performing administrative support functions, telephone and office reception, supporting fund-raising initiatives.

Hours: Monday to Friday 8:30 – 4:30 with some weekend and evening work as required. Position commencing on or about February 21, 2012.

Work Location: SARI Therapeutic Riding, 12659 Medway Rd., Arva, ON N0M 1C0

Qualifications:

- Minimum of 2 years experience in an administrative role
- Bookkeeping experience
- Excellent written & verbal communication skills
- Experience with computerized software: Microsoft Word, Excel, Access, Outlook, Simply Accounting; ability to learn other applications quickly
- Ability to function in a highly organized manner and handle multiple tasks
- Motivated, positive personality with strong interpersonal skills
- Exemplary customer service skills
- A strong propensity to accuracy & detail
- Able to work independently and harmoniously as part of a team
- Valid Driver's License and access to a reliable vehicle is essential

Closing date: Friday January 20, 2012

E-mail resume to: office@sari.ca

Or Mail to:

Executive Director
SARI Therapeutic Riding
12659 Medway Rd.
ARVA, ON N0M 1C0

~ We thank all applicants for their interest. Only those selected for an interview will be contacted. ~