



Administrative Assistant

If you are an animal lover AND a people lover, join our dynamic team at Austin Zoo! We are seeking to hire outgoing, reliable, hard-working individuals to work on our Administration team. We are a non-smoking workplace.

Full-time or part-time positions available. Minimum 32 hours per week (4 days), flexible work days, no evenings. \$15-\$18 an hour, depending on skills and experience. This position is NOT a WFH position; candidates must be willing and able to work in-person at Austin Zoo.

Position Requirements:

- Answer telephones, providing helpful information to callers
- Create form letters
- Draft written office documentation
- Filing, copying, & scanning documents
- Assist in managing event calendar
- Act as runner between office and Zoo grounds
- Run local shopping errands
- Office laundry
- Some light cleaning and organizing
- Must be cat-friendly

Individuals must meet the following requirements:

- 21 years of age or older, High School degree required, some college preferred
- Minimum 1 year work experience in office environment or customer service role
- Must have strong organizational skills
- Friendly, enthusiastic phone voice
- Hands-on experience working on computers and using common administrative tools like Microsoft Outlook, Word, and Excel as well as a PDF editor like Adobe Acrobat
- Ability to maintain a consistent work schedule and reliable attendance
- Must have exceptional attention to detail and great writing skills
- Must have the ability to work independently as well as be a “team player”
- Ability to sit, stand and walk throughout a day, indoor and outdoor
- Possess a valid Texas driver’s license

Austin Zoo Benefits:

- Health Care Stipend (for full-time employees)
- Uniform Stipend
- Paid Vacation and Sick Leave
- 40% Employee Discount at Austin Zoo Gift Shop
- Free daily admission to Austin Zoo for your immediate family
- Free Animal (Capybara or Tortoise) Encounter Annually (subject to availability)

Interested candidates should send their cover letter and resume to info@austinzoo.org.