



White Oak conserves and sustains some of the earth's rarest species through sustainable conservation breeding, education, and responsible land stewardship. The conservation programs span 700 acres along the St. Marys River in northeast Florida, surrounded by 17,000 acres of mixed forest and wetlands that make up the beautiful White Oak property. White Oak serves as a premier hub offering adults and students the opportunity to experience wildlife conservation first-hand through professional training programs and immersive conservation experiences.

White Oak Mission:

Save endangered wildlife and habitats through sustainable conservation breeding, education, and responsible land stewardship. View White Oak Website: www.whiteoakwildlife.org

Position Purpose

We are seeking one (1) Administrative Support Specialist, which will primarily support Finance, HR, and the Executive Team.

Administrative Support Specialist Responsibilities

Our new team member must be organized and detail-oriented with the ability to manage a variety of tasks, excellent verbal, written, and presentation skills, project management skills with a high degree of accuracy and attention to detail.

Requires an individual that has excellent interpersonal skills, communication skills, professionalism, confidentiality, highly dependable and represents the office with diplomacy and integrity and exercises/uses initiative and utmost discretion.

Our Administrative Support Specialist will be responsible for, but not limited to, the following:

- General Administration.
- Project Management.
- Employee Onboarding / Orientation.
- Manage Company calendar / schedule to include training programs.
- Administration of Company Intranet, ensure content is relevant, fresh, and visually appealing.
- Develop and maintain Org charts, policies, procedures, forms.
- Maintain company schedules, directory, Employee Bio's.
- Utilize Document Management System.
- Professional output of internal marketing documents.

- Proficient with Excel, PowerPoint, SharePoint, or another Intranet.
- Creatively design templates for Intranet, forms, and presentations.

Requirements/Qualifications

Detail-oriented, must have an eagle eye
Problem solver (thinking outside the box)
Organized
Excellent verbal and written communication
Time management
Experience with SharePoint Site preferred
Experience with HRIS system and/or ADP preferred
Quick learner

Why White Oak?

Opportunity to work in a beautiful, one-of-a-kind place with access to White Oak amenities
Medical (three plans to meet your needs), Dental, Vision
Competitive Salary
100% company-paid Life, AD&D, STD, LTD
401(k) retirement plan with a company matching contribution and no vesting schedule
17 PTO days your first year of employment
9 paid holidays
Employee Discount
Annual Bonus (based on performance)

To Apply:

Please submit as an email attachment in **ONE** document: cover letter, resume/CV and three professional reference's contact information to careers@white-oak.org or apply through Indeed.com with the subject line Administration with the file name: YOURLASTNAME_admin_2021. Only electronic submissions as a .doc, .docx, or .pdf formats will be considered. Applicants will be considered until the appropriate candidate has been identified.

White Oak Conservation is committed to creating an environment where diverse perspectives are welcome, and to nurturing a culture where everyone feels valued and appreciated. We are proud to be an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to gender, race, color, age, national origin, religion, disability, marital status, sexual orientation, gender identity/expression, citizenship, pregnancy or maternity, veteran status, or any other status protected by applicable national, federal, state, or local law.