

Administrator Wanted

With the upcoming retirement of the Administrator of the Bellefontaine Ohio Moose Lodge #2563, we are seeking candidates interested in filling this position. Interested persons should send a 1 page resume along with cover letter to:

Administrator Job Opening
c/o Bellefontaine Moose Lodge 2563
912 S. Detroit St.
Bellefontiane, Ohio 43311

-or-

e-mail: jon99ut@gmail.com

Lodge Administrator Duties Include but are not limited to:

- Management of all business operations within the social quarters, including all aspects of employment, as well as management of adjacent commercial rental properties
- Serves as the Secretary of the Corporation and of the Lodge Board of Directors
- Attends all Lodge and Board of Officers Meetings (2x/month), as well as attendance at the annual Ohio State Moose Association Convention and Mid Year Conference, and the annual Moose International Convention
- Conducts Business Analysis, such as product pricing and selection, and makes business improvement recommendations to the Board of Directors
- Handles all membership communication initiatives and ensures employees are kept current on all employment policies
- Experience with Microsoft Office applications, as well as Quickbooks is strongly desired
- Attends required training activities by Moose International as needed

The salary for this position will be determined based on the selected candidate's qualifications and experience.

Submissions for this job opening will be accepted through November 11, 2021.