



JOB ANNOUNCEMENT

Position: ***Operations Administrative Assistant***

Status: Part Time up to 25 hours/week

Reports to: Finance and Operations Coordinator

The Korean American Family Service Center, Inc. (KAFSC) is a leading non-profit organization assisting women, children, and families in the New York tri-state area to recognize and eliminate relationship violence and abuse. Our counseling, education, advocacy and support services help individuals empower themselves to build safe and healthy relationships based on mutual respect, compassion and dignity. Each year, over 2,000 individuals benefit from one or more services that we provide. All our services are culturally sensitive, linguistically appropriate, and free.

The Operations Administrative Assistant will support the Finance and Operations Coordinator with the upkeep and maintenance of the facilities by identifying and helping resolving technical, internet, safety and or other issues that may arise on a daily basis. He/She will also be responsible for administrative tasks such as filing, drafting and organizing paperwork and making calls to vendors for general inquiries. He/She will also be familiar with all the inventory and supplies to assess the needs of the office.

KEY RESPONSIBILITIES

- Support the Finance and Operations Coordinator to maintain a smooth day-to-day operations by identifying and assisting office related issues such as but not limited to IT, internet, phone and printer services, safety issues, repairs and purchases, including front desk needs
- Maintain office supplies and equipments, manage and update inventory lists, communicate needs of the office
- Responsible for daily routine inspections to determine needs, repairs, purchases, etc. including conference rooms, meeting rooms, and off-site locations as needed; carry, move, and install supplies and equipment as needed, including desks, phones, desktops, etc
- Provide coverage for the front desk area, including reception needs such as greet and refer clients in person and face to face to the appropriate person or department, mail and delivery sorting, maintain all daily sign in sheets for staff and clients, and the upkeep of the reception area
- Maintain cleanliness and organization of the entire facilities
- Coordinate and make calls to vendors for ordering, billing, and general inquiries
- File, scan, shred, organize, sort and draft paperwork for the office as needed
- Ability to manage multiple tasks and set priorities
- Handle a wide range of administrative and clerical tasks
- Performs all other duties as requested by supervisor and management team

Qualifications

- Experience in organizing, maintaining and stocking office supplies
- Proactive, forward thinker, multi-tasker, who can come up with creative solutions
- Extremely organized, detailed, efficient, reliable, and flexible with a hard-working mindset

- Personal integrity and ability to handle confidential and sensitive information
- Excellent interpersonal, customer service and communication skills
- Collaborative and positive attitude, team player, enthusiastic to learn
- Ability to work independently with minimal supervision
- Ability to lift up to and carry 20lbs
- Bachelor's degree in a relevant field preferred
- Fluency in English and Korean preferred
- Computer and technology savvy
- Working knowledge of data management and cybersecurity best practices is a plus
- Familiarity with Korean/Asian and immigrant community a plus

WORKING HOURS

This is a part-time position; Monday-Friday; 9am-2pm or 10am-3pm

Compensation

\$17 per hour