



JOB ANNOUNCEMENT

Position: ***Operation Administrative Assistant***

Status: Non-Exempt Full Time

Reports to: Finance and Operations Manager

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 2,500 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. The assistant will also be responsible for administrative tasks such as filing, drafting and organizing paperwork and making calls to vendors for general inquiries. They will also be familiar with all the inventory and supplies to assess the needs of the office.

KEY RESPONSIBILITIES

Operations

- Support the Finance and Operations Coordinator to maintain a smooth day-to-day operation 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.
 - Supervise and manage the cleaning staff within the office to communicate any special cleanings or supplies requests for daily cleaning services
- Provide coverage for the front desk area, including reception needs such as to greet and refer clients in person 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

Administration

- 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

- Bachelor's degree in a relevant field preferred
- 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
- 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

Compensation and Benefits

- Competitive salary plus excellent benefits including health insurance, vision/dental insurance
- Generous 25 days of paid time off in addition to paid holidays and birthday off
- Pre-tax TransitChek

HOW TO APPLY

Send a resume and cover letter to hr@kafsc.org.

No phone calls please. KAFSC is an Equal Opportunity Employer.

For more information about the agency and jobs, visit our website at www.kafsc.org.