



**Position Announcement:** Credit Union  
**Position Title:** Administrative Office Assistant  
**Location:** 498 7<sup>th</sup> Ave, NYC  
**Classification:** Full-Time, Permanent Limited  
**No. of Positions:** 1  
**Salary Range:** 40K-45K

**Job Summary:** The Administrative Office Assistant will provide comprehensive administrative support to ensure the efficient operation of the office. This role involves handling a variety of tasks related to organization and communication, supporting both the management team and members.

**Key Responsibilities:**

- Answer and direct phone calls, emails, and other correspondence.
- Schedule and coordinate meetings, appointments, and travel arrangements.
- Prepare and distribute memos, letters, and other documents.
- Maintain filing systems, both electronic and physical.
- Assist in the preparation of regularly scheduled reports.
- Order office supplies and research new deals and suppliers.
- Confidentially handle sensitive information.
- Coordinate and manage office events and activities.
- Assist in the onboarding process for new employees.
- Update and maintain office policies and procedures.
- Monitor and maintain office equipment, ensuring it is in good working order.
- Support the HR department with administrative tasks as needed.
- Prepare and edit presentations, spreadsheets, and reports.
- Coordinate with the IT department on all office equipment.
- Organize and schedule appointments and meetings, including booking meeting rooms and arranging catering.
- Conduct research and compile data for reports and presentations.
- Provide administrative support during board meetings,
- Coordinate with external vendors and service providers.

- Assist in the planning and execution of company events and functions.
- Perform other administrative duties as assigned.

**Qualifications:**

- High school diploma or equivalent; additional qualifications as an Administrative Office Assistant or Secretary will be a plus.
- Proficiency in MS Office (MS Excel and MS PowerPoint, in particular).
- Excellent time management skills and the ability to prioritize work.
- Attention to detail and problem-solving skills.
- Strong organizational skills with the ability to multi-task.
- Excellent written and verbal communication skills.
- Ability to work independently and as part of a team.
- Strong interpersonal skills and the ability to build relationships.

**Benefits:**

- Competitive salary and benefits package.
- Opportunities for professional development and growth.
- A supportive and inclusive work environment.

**All interested persons meeting minimum qualifications are encouraged to submit a resume and cover letter to Kathya Pierre, the Credit Union's Chief Executive Officer. Resumes can be delivered to her on the 2nd floor of the 498 7th Ave building or sent via e-mail to [kpierre@iamfedcu.org](mailto:kpierre@iamfedcu.org).**

**I AM Federal Credit Union is an equal opportunity employer**