TITLE: OPERATIONS ASSISTANT  
PROGRAM: Administration/Operations  
REQUIREMENTS:  
Education: High School Graduate; some college preferred  
Experience: 1-2 years related experience  
Skills: Outgoing personality, knowledge of phone systems, organization skills with ability to multi-task, knowledge of building procedures.  
TYPE: Part-time, 18-20 hours per week  

RESPONSIBILITIES:  
- Maintain conference room facilities and prepare same for multi-purpose uses.  
- Ensure that café and custodial supplies are stocked in all relevant areas.  
- Transport and store agency archives at storage facility.  
- Answer all telephone calls at front desk and direct same to appropriate staff.  
- Greet and screen all visitors.  
- Sort all incoming mail and drop off mail as needed to mailbox or post office.  
- Operate postage machine, stamp, and process all outgoing mail.  
- Log in all in-coming mail/packages and direct to appropriate staff.  
- Communicate with messenger companies for pick-ups.  
- Refill all copiers with paper when necessary.  
- Schedule and confirm conference room usage for staff.  
- Collect necessary background paperwork and supporting documentation from candidates.  
- Assist other departments with events, mailings, etc. (supervisor approval required).  
- Some lifting of boxes up to 30 pounds required.  

HOW TO APPLY:  
Please submit your resume and cover letter to bbbsresume@bigsnyc.org. In the subject please put "Operations Assistant". Resumes submitted without a cover letter will NOT be reviewed. No phone calls please.