



# OFFICE MANAGER / HUMAN RESOURCES ASSISTANT

## JOB DESCRIPTION

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### **Agency Description:**

IMPACT Brooklyn is a dynamic neighborhood-based organization. We combine community organizing tenant and homeowner services, affordable housing development and management, and economic development to improve Brooklyn.

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### **Job Description:**

The Office Manager/Human Resources Assistant is a dual-role involving full spectrum office management and human resources responsibilities. This role is responsible for overall front office activities, managing IT, purchasing requests and management of the office. The human resources component of this position is to assist the Human Resource Manager in the coordination of benefits, onboarding, recruitment and maintenance of employee records. The ideal candidate will be comfortable working independently as with a team. They should bring enthusiasm to the office and offering up new ideas. To be a successful hire, you will need to have prior experience in office administration and be proficient in Microsoft Office applications. This position reports to Human Resources Manager.

### **DUTIES AND RESPONSIBILITIES:**

#### OFFICE MANAGEMENT

- Front desk/reception duties including answering phone, greeting guests, coordinating deliveries, order office supplies, etc.
- Open and sort mail daily. Maintain log of checks received. Write receipts and submit list to accounts department.
- Address employees' queries regarding office management issues.
- Handle schedules, track staff, maintain event calendars. Schedule appointments and maintain calendar for the conference rooms at 1000 Dean.
- Prepare month end inventory of office supplies, check for comparative prices and prepare purchase requisition for items needed.
- Oversee equipment upkeep and track tickets with technical support for troubleshooting.
- Maintain office petty cash and metro card inventory and reconcile on a monthly basis.
- Perform general clerical duties including data entry, filing, organizing office records and files, and operating office equipment.
- Assist with the coordination of in-house or off-site activities, e.g. company events, celebrations and conferences.
- Update front desk and office manual
- Perform additional duties and assignments that help ensure a smooth and efficient business process

#### HUMAN RESOURCES

- Assist Human Resource manager in coordinating employee benefits, onboarding personnel, and the issuance of employee identification cards and compliance.
- Work with HR Manager to post Health & Safety and office space requirements.
- Assist with the coordination of various schools, colleges and training institutions to ensure the hiring of volunteers and interns.
- Filing of personnel records
- Keep up-to-date with the latest HR trends and best practices.

#### **SUPERVISORY RESPONSIBILITY**

Direct supervision of Interns

## **REQUIREMENTS:**

- Bachelor's degree in related field or equivalent preferred
- Two to five years combined human resource and office management experience
- Solid understanding of federal and state employment regulations
- Excellent verbal and written communication skills in English. Spanish will be a strong plus.
- Strong organizational skills to manage multiple tasks in high activity, dynamic environment with accuracy and attention to details.
- Customer focus & deep interest in employee relations, able to interact with employees at all levels.
- Ability to maintain confidentiality of highly sensitive information.
- Sound judgement and problem-solving skills.
- Good team player; approachable; proactive and able to work without direct supervision; and takes own initiative.
- Proficient in use of Google Suite and MS Office.
- Experience with HRIS applications will be a plus

## **WORK ENVIRONMENT**

This job operates in a professional office environment. This role routinely uses standard office equipment such as computers, phones, photocopiers, filing cabinets and fax machines.

## **PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. While performing the duties of this job, the employee is regularly required to stand, talk and hear.

## **POSITION TYPE AND EXPECTED HOURS OF WORK**

This is a full-time non-exempt position, and hours of work and days are Monday through Friday, 9:00 a.m. to 5:00 p.m. and as needed for evenings and weekends. Flexible schedule considered.

**Compensation:** Commensurate with experience; Health, Dental, EAP, PTO and other fringe benefits

**If interested, please send resume and cover letter indicating salary requirements to:**

Email: [resumes@impacctbk.orr](mailto:resumes@impacctbk.orr)

PLEASE INDICATE **"OFFICE MANAGER / HR ASSISTANT"** ON SUBJECT LINE

## **IMPACCT Brooklyn and its affiliates are Equal Opportunity Employers**

IMPACCT Brooklyn is leader in community-based development work for 55+ years. As a comprehensive community development corporation, in addition to housing development, IMPACCT Brooklyn provides economic mobility programs and services in support of residents and small businesses including: community organizing, homeowner counseling & foreclosure prevention, financial capacity building and merchant services.