



creative york

OFFICE ADMINISTRATOR JOB DESCRIPTION

TITLE: Office Administrator
REPORTS TO: Executive Director
APPROVED BY: Board of Directors
JOB TYPE: Part time, 15-20 hours a week
PAY: \$14 / Hour
START DATE: February 2019

JOB SUMMARY: Creative York is currently looking for an experienced Office Administrator. This position will play an integral role in the customer service and organizational strength of Creative York. The Office Administrator will provide administrative support, greet and direct visitors, and answer and respond to calls and emails, among other related tasks. Qualified candidates will have impeccable verbal and written communication skills, a strong ability to multi-task, and a friendly demeanor. A background in the Arts is a plus.

Apply by e-mail only, no in-person inquiries or phone calls. Send cover letter and resume to info@creativeyork.org.

PRIMARY DUTIES AND RESPONSIBILITIES:

- Greet visitors and direct them to our exhibits, classes, or offices
- Conduct clerical duties, including filing, answering phone calls, responding to emails, and preparing documents
- Provide administrative support for the Creative York team
- Oversee Gallery Desk operations, including gallery sales and data entry
- Facilitate operational tasks such as monitoring office supply levels, making calls for property issues, and light errands.

QUALIFICATIONS:

- Minimum of 2 years of experience in office administration
- Proficient in Microsoft Office tools and Email
- Background in the Arts is a plus

SPECIFIC SKILLS:

- Pleasant and friendly demeanor

- Ability to collaborate with the Executive Director, Board, staff, vendors, and community representatives
- Strong organizational, writing, communication and interpersonal skills, innovative and creative thinking
- Attention to detail, initiative, and follow-through
- Confidentiality, dependability, and effective work habits
- Data analysis and problem-solving skills
- Excellent listening ability
- Organization and prioritization skills
- Team player
- A commitment to the values and mission of the organization and ability to communicate an inspired vision or sense of core purpose.

PHYSICAL DEMANDS:

- Ability to reach above and below the waist
- Ability to use fingers to pick, feel and grasp objects
- Ability to lift and/or carry supplies and/or papers weighing no more than 30 lbs.
- Ability to mostly sit, with some walking, standing or moving throughout the building

SENSORY ABILITIES:

- Visual acuity
- Auditory acuity

WORK ENVIRONMENT:

- Typical office environment, but in an art gallery setting
- Subject to inside and outside environmental conditions

TEMPERAMENT:

- Must possess excellent interpersonal skills
- Must be able to work in an environment with frequent interruptions
- Able to make judgments and work under high level of stress

COGNITIVE ABILITY:

- Ability to communicate effectively
- Ability to organize tasks
- Ability to handle multiple tasks
- Ability to exercise good judgment

SPECIFIC SKILLS:

- Must possess computer skills
- Ability to operate various office equipment

(Reasonable accommodations may be made to enable a qualified individual with a disability or disabilities to perform the primary duties and responsibilities of the job.)

Send cover letter and resume to info@creativeyork.org