

Office Manager/Human Resource Coordinator

Service Now for Adult Persons, Inc. – Queens Village, NY

Services Now for Adult Persons, Inc. (SNAP) is a non-profit organization, the clients we service, the partnerships we create, and the initiatives we take are focused on supporting and improving the quality of life of older adults in eastern Queens. SNAP is seeking an Administrative Office/Human Resource Assistant who will provide administrative support to the SNAP CEO, as well as, other staff throughout the agency. This individual will work across the organization in a collaborative manner, demonstrating high levels of flexibility and an understanding of handling confidential sensitive issues, with professionalism, and engage with clients and staff in a friendly, courteous and service oriented manner.

This position will perform functions related to day to day organizational/administrative support of the office, while also working with staff regarding Human Resource needs. Human Resource functions include onboarding, benefits, HRIS, and performance management.

Primary Responsibilities:

- Work closely with the CEO on deadlines, city, state & federal applications, insurance renewals and various paperwork needed in the operation of the organization
- Effectively communicate both verbally and written, with all levels of SNAP management, associates, and clients.
- Maintain and validate all personnel records in the HR System.
- Assist with planning and execution of special events included but not limited to: Fundraisers, Board meetings, organization-wide meetings, holiday gatherings and retirement celebrations.
- Participate in the preparation of mass in-house informational distributions and mailings to employees.
- Performs other duties as assigned.

Skills and Qualifications:

- Have a Multicultural awareness and be able to work with communities and people from diverse backgrounds.
- Excellent organizational skills and attention to detail.
- Proficient with Microsoft Office Suite or related software.
- Strong ability to quickly learn payroll management, human resources information system (HRIS), and similar computer applications.
- Compassion for and ability to communicate with older adults on the phone and in person.

Requirements:

- SNAP requires employees to be fully vaccinated, at the time employment is scheduled to start.
- Bilingual a plus
- Some flexibility in work hours

Education and Experience:

- Associate's degree in related field required.
- Prior related office experience preferred.