**SUPPORT COORDINATOR/ DATA MANAGER**

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

**Job Summary:** The Support Coordinator/ Data Manager will provide administrative and clerical support to the SNAP senior management team by performing a variety of clerical tasks, under the direct supervision of the HR Manager and as a backup to the receptionist. The Support Coordinator/ Data Manager will thrive in a fast-paced environment and ensure the efficient operation of the office at the Queens Village location.

**Responsibilities include, but not limited to:**

* Work under the direct supervision of the HR Manager and provide support to the SNAP senior management team, as needed.
* Serve as backup to the receptionist, answering multiple phone lines, responding to callers' questions, or taking and distributing phone messages to appropriate parties.
* Input and monitor data for the web-based system called PeerPlace, ensuring accuracy and completeness of information.
* Support the transportation coordinator by maintaining schedules, coordinating transportation logistics, and assisting with route planning as needed. Additionally, fill in for the transportation coordinator during their absence to ensure continuity of transportation services.
* Greet visitors, respond to questions, provide information, and direct visitors to appropriate parties.
* Respond to general inquiries via mail, e-mail, phone, and/or in-person.
* Coordinate facilities support, including making connections and keeping contact with external personnel needed for the organization (e.g., vendors, maintenance staff).
* Prepare documents and correspondences, including memos, emails to staff members, agendas, forms, letters, reports, and maintain simple database programs.
* Assist with planning and executing staff events including ordering food and making delivery arrangements.
* Receive, sort, and distribute incoming mail, process outgoing mail, and track packages.
* Assist with calendar management and scheduling, providing basic IT support when needed.
* Maintain confidential files, and file pertinent documents on a timely basis.
* Maintain inventory of supplies and place orders, obtaining all required approvals.
* Perform other administrative duties such as, but not limited to, faxing, photocopying, scanning, filing, and data entry.
* Assist Fiscal Department.
* Perform other tasks as requested.

**Qualifications:**

* Three years of relevant experience or equivalent, coupled with an Associate's degree in a related field.
* Proficient in utilizing various computer software and applications, demonstrating a strong aptitude for technology; Microsoft Office Suite, especially with calendars, Word, and Excel and Google Docs.

**Work Schedule:**

* Monday through Friday, on- site: 8:30am- 4:30pm with some flexibility in work hours.