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| Job Title | Administrative Services Assistant |
| PVN ID | RF-2402-006140 |
| Category | Clerical/Office Services |
| Location | RESEARCH FOUNDATION OF C.U.N.Y. |
| Department | Administrative Services |
| Status | Full Time |
| Annual Salary | \$51,289.93 - \$63,804.67 |
| Hour(s) a Week | 35 |
| Closing Date | May 15, 2024 (Or Until Filled) |

General Description

Reporting to the Manager of Administrative Services, the Administrative Services Assistant provides general support, including clerical, mailroom and telephone duties. Assists with the ordering of supplies, and the upkeep and maintenance of office equipment. This is a customer service intensive position and requires regular interaction with RFCUNY Central Office staff.

This is an in-person position requiring the incumbent to be onsite five-days per week (Monday through Friday).

Other Duties

Customer Service

- Liaises with RFCUNY employees, staff in the building, vendors, and maintenance representatives via in person, email, and telephone requests

Mailroom

- Processes and delivers incoming and outgoing mail; utilizes the postage machine, and delivers inter-office mail and mail or packages offsite
- Serves as or arranges for messenger between Central Office and other points as required
- Folds documents using the folding machine, and maintains folding machine
- Answers phones and responds to voicemail messages

Repairs & Maintenance

- Maintains office equipment and performs repairs, when required
- Requests repairs of RFCUNY maintained equipment

- Notifies building management concerning leaks, HVAC, and other maintenance issues

Inventory & Storage

- Assists with maintenance and inventory of archival storage records located in off-premises storage facilities and other designated areas
- Orders office and pantry supplies, equipment, furniture and other RFCO property, and delivers as needed
- Conducts and maintains physical and/or digital inventories of supplies, equipment, furniture and other RFCO property

Office Equipment & Décor

- Lifts and moves heavy packages and equipment
- Assists with office equipment and office décor as necessary

Performs other duties as assigned

Qualifications

- High school diploma or educational equivalent required
- Two (2) to three (3) years of mail and stock room experience required
- Two (2) to three (3) years of equipment maintenance experience required
- Basic math skills
- Knowledge of Microsoft Office Suite (Outlook, Excel, Word, Teams)
- Strong interpersonal skills

Physical Demands:

- Most items weigh between 15-20 pounds and are lifted intermittently on a frequent basis
- Lifting 50 - 70 pounds occurs on an infrequent basis
- Ability to lift a maximum of 70 pounds is a requirement