

# Job Description: Administrative/Operations Assistant

## Position Overview

The Administrative/Operations Assistant at Jericho Services plays a crucial role in ensuring the smooth and efficient functioning of the organization. This position provides critical support to management, coordinates daily operations, and handles a diverse range of administrative tasks. Ideal candidates are highly organized, detail-oriented, and proactive in managing multiple responsibilities.

## Key Responsibilities

- **Administrative Support:** Assist in scheduling meetings, preparing agendas, and managing correspondence. Maintain calendars for management and staff.
- **Document Management:** Prepare and organize documentation, reports, and presentations. Maintain records and ensure data accuracy and confidentiality.
- **Operations Coordination:** Support the execution of daily operational tasks, including inventory management, office supply procurement, and vendor communications.
- **Customer/Client Interaction:** Serve as the first point of contact for clients, visitors, and staff, delivering excellent customer service and addressing inquiries promptly.
- **Event Coordination:** Organize and coordinate office events, training sessions, and company-wide meetings.
- **Process Improvement:** Identify opportunities to streamline administrative and operational workflows to enhance efficiency.

## Qualifications and Skills

- **Education:** A high school diploma or equivalent is required. An associate's or bachelor's degree in business administration or a related field is preferred.
- **Experience:** 2-3 years of experience in an administrative, operations, or similar role.
- **Technical Skills:** Proficiency in Microsoft Office Suite (Word, Excel, PowerPoint, Outlook) and familiarity with project management or CRM tools.
- **Communication:** Excellent verbal and written communication skills. Ability to interact professionally with diverse teams and stakeholders.
- **Language Skill:** Ability to converse in Spanish will be an asset.
- **Organizational Skills:** Strong ability to prioritize tasks, meet deadlines, and manage multiple projects simultaneously.
- **Problem-Solving:** A proactive approach to challenges with a focus on problem resolution and continuous improvement.

- Adaptability: Comfortable in a fast-paced environment and able to pivot when priorities shift.

## Work Environment

This position typically operates in an office setting with frequent use of standard office equipment, including computers, phones, photocopiers, and filing cabinets. Occasional travel may be required for events or off-site meetings.

## Compensation

Compensation will be competitive and commensurate with experience and qualifications. The salary starts at \$130,000.

## Growth Opportunities

This role provides a pathway for professional growth into advanced administrative, operational, or managerial positions. The skills and experience gained as an Admin-Operations Assistant are valuable and transferable across various industries and sectors.

## Application Process

Interested candidates are encouraged to submit their resume, cover letter, and 2 references to [hr\\_admin@jerichogy.com](mailto:hr_admin@jerichogy.com)

Applications will be reviewed on a rolling basis until the position is filled.

Join our team and contribute to a dynamic work environment where your skills and passion for organization and efficiency will make a meaningful impact!

The application process will be closed on June 27, 2025