



**APOLLO THEATER FOUNDATION, INC.  
JOB DESCRIPTION**

<b>JOB TITLE:</b>	Administrative Assistant
<b>DEPARTMENT NAME:</b>	Office of the COO
<b>FLSA CLASSIFICATION:</b>	Exempt
<b>LOCATION:</b>	New York, NY
<b>REPORTS TO:</b>	Director of Administration and HR

**PRIMARY PURPOSE**

The Administrative Assistant is the main general administrative support for the Chief Operating Officer (COO) and the Director of Administration and HR of the Apollo Theater Foundation. This position works closely with the Director of Administration and HR to support all areas of the COO's professional life.

The Administrative Assistant will provide support to the Office of the COO, including handling all information requests, conducting general research, and performing administrative functions such as preparing correspondence, receiving visitors, arranging conference calls, and scheduling meetings. S/he handles details of a highly confidential and critical nature, including financial reports, contract information and organizational changes.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following. Other duties may be assigned.

COO Duties

- Effectively manages calendar including scheduling appointments and meetings, and independently resolving conflicts.
- Prepare documents for signature, comments, decision, or action.
- Compile and process expense reports.
- Prepare draft emails and other correspondence.
- Act as the COO's representative and ambassador to external constituents as directed.
- Arrange for Board Committee meetings for the Finance, Audit, and Real Estate Committees.
- Prepare materials and take notes at board committee meetings.
- Research and oversees the collection of information for the preparation and analysis of financial data.
- Provides historical reference by developing and utilizing filing and retrieval systems. Maintains files.
- Works on special projects as needed.

HR Duties

- Assist with recruitment, the interview process, and new hire onboarding.
- Schedule meetings as requested by the Director of Administration and HR.
- Assist with the performance review process.
- Assist with the termination processes.
- Assist with payroll changes.

## **QUALIFICATIONS**

- Bachelor's degree is required, preferably in office administration, business management, finance, or marketing.
- 3 years of related experience.
- Ability to maintain positive, cooperative, professional and collaborative interactions with all levels of the Company
- Excellent presentation, project and time management skills
- Ability to be proactive in anticipating and solving problems; ability to innovate and create new processes or systems that create efficiencies
- Excellent oral and written communication
- Knowledge of Microsoft Office, Outlook, and Adobe is required
- Exceptional organization and follow-up skills with extreme attention to detail
- Ability to remain flexible and wear multiple hats when necessary
- Strong judgment and discretion in dealing with highly confidential information

## **VACCINATION REQUIRED**

Vaccination is required; however, the company will consider accommodations for medical and religious-based reasons.

**To apply, send cover letters, resumes to [Human.Resources@apollotheater.org](mailto:Human.Resources@apollotheater.org).  
Please include the job title in the email subject.**

The above job description is not intended to be an all-inclusive list of duties and standards of the position. Incumbents will follow any other instructions, and perform any other related duties, as assigned by their supervisor.