APOLLO THEATER FOUNDATION, INC.
JOB DESCRIPTION

JOB TITLE: Administrative Assistant
DEPARTMENT NAME: Office of the COO
FLSA CLASSIFICATION: Non-Exempt
LOCATION: New York, NY
REPORTS TO: 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 high level administrative support and project assistance to the Office of the COO. 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

1. Maintain and monitor the COO’s calendar including scheduling, coordinating, and working with the Director of Administration and HR to prioritize meetings.
2. Prepare departmental expense reports.
3. Act as the COO’s representative and ambassador to external constituents as directed.
4. Arrange for Board Committee meetings for the Finance, Audit, and Real Estate Committees.
5. Prepare materials and take notes at board committee meetings.
6. Research and oversees the collection of information for the preparation and analysis of financial data.
7. Provides historical reference by developing and utilizing filing and retrieval systems. Maintains files.
8. Works on special projects as needed.

HR Duties

1. Assist with new hire orientation and onboarding.
2. Assist with the recruitment process. Tracks status of candidates in HRIS and respond with follow-up letters at the end of the recruiting process.
3. Schedule meetings and interviews as requested by the Director of Administration and HR.
4. File documents into appropriate employee files.
5. Assist with personnel payroll changes.
6. Assist with the performance evaluation process.
QUALIFICATIONS

- Bachelor’s degree is required, preferably in office administration, business management, finance, or marketing.
- 2 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 wear multiple hats
- Strong judgment and discretion in dealing with highly confidential information

To apply, send cover letters, resumes to 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.