



POSITION ANNOUNCEMENT

Date: APRIL 2019

Position: **SECRETARY – BUILDING OPERATIONS**

Responsibilities: 8 am – 4 pm Monday - Friday

Perform clerical duties using Microsoft Office Suite (Word and Excel), responding to heavy volume of calls and taking messages, dispatching work orders and assignments to maintenance staff, scheduling appointments, maintaining files, duplicating, ordering supplies, and preparing correspondence. Provide support to Administration and Purchasing when necessary. Prepare purchase and supply requisitions, check requests, maintain vendor compliance and open P.O. calendars, and coordinate P.O. renewals. Coordinate room set-ups and other requests. Develop and maintain relationships with vendors. Assist in coordinating Capital Projects, track due dates, project progression and completion within appropriate timelines. Maintain logs of budgets and expenses; track and update as necessary. Maintain building temperature as required. Work with cafeteria staff regarding catering services and to create weekly menus.

Qualifications & Education: High School diploma or equivalent required. Minimum of four years clerical and record keeping experience required. Must be proficient in Microsoft Office, including Word, Excel, and Outlook. Excellent communication and organizational skills and the ability to work in a fast paced environment is necessary.

Contact:

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The Viscardi Center

An Equal Opportunity/Affirmative Action Employer

Veterans and individuals with disabilities are encouraged to apply