

## **FULL-TIME POSITION:**

### **OFFICE ADMINISTRATOR**

### **WORKFORCE DEVELOPMENT CORPORATION**

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#### **Agency Description:**

The New York City Department of Small Business Services (SBS) helps unlock economic potential and create economic security for all New Yorkers by connecting New Yorkers to good jobs, creating stronger businesses, and building a fairer economy in neighborhoods across the five boroughs.

#### **About the WDC:**

The Workforce Development Corporation (WDC) is an independent not-for-profit created by the City of New York. The WDC and SBS work in partnership to jointly develop, fund, and manage workforce and training initiatives to create a skilled workforce in the city of New York.

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The Office Administrator will serve as administrative support to the Workforce Development Corporation ("WDC"), and as a liaison for intra-office communication between the ("WDC") and other divisions. The office administrator will report directly to the Deputy Director and will be responsible for the following duties:

- Develop and implement intra-office communication protocols and streamlining administrative procedures.
- Perform general administrative duties including but not limited to; photocopying, scanning documents, filing, mail distribution etc.
- Responsible for administrative and program support to the Deputy Director and fiscal team.
- Manage and maintain contract log
- Assists in the preparation of all reporting internally and externally.
- Transcribing notes for quarterly board meetings.
- Other projects as needed.

#### **Preferred Skills:**

- Highly organized, detail-oriented, and result-driven
- Self-motivated problem solver
- Ability to work efficiently and effectively under multiple deadlines
- Excellent time-management skills and ability to multitask and prioritize work in a fast-paced environment
- Excellent written and verbal communication skills
- Proficient use of Microsoft Outlook, Word and Excel in the workplace

#### **Qualifications:**

- A baccalaureate degree from an accredited college and 1-2 years of experience in administrative support.
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#### **How to Apply:**

To apply for this position, please email your resume and cover letter with the subject line: Office Administrator to [careers@sbs.nyc.gov](mailto:careers@sbs.nyc.gov)

Salary range: \$50,000 - \$55,000

**NOTE:** Only those candidates under consideration will be contacted.

If you do not have access to email, mail your cover letter & resume to:  
NYC Department of Small Business Services

Human Resources Unit  
1 Liberty Plaza 11<sup>th</sup> FL  
New York, New York 10006