



EMPLOYMENT OPPORTUNITY

Union Settlement Association, established in 1895, is one of the largest social services agencies in East Harlem. The agency provides childcare, after-school programs, youth development, college preparation, adult education (including ESL and GED), programs for the elderly, mental health services, and more. Union Settlement has approximately 400 dedicated employees who work from 18 different sites to serve over 13,000 local residents each year. In addition, two related entities – Union Settlement Home Care Services and Union Settlement Federal Credit Union – offer complementary programs and services to the community. For additional information about Union Settlement, please visit our website at www.unionsettlement.org.

Position: Office Assistant

Department: Home Care

Reports to: Director

Hours: Full-Time

Position Summary:

The Office Assistant performs general data entry and office duties for the Home Care administrative office.

Responsibilities:

- Data entry for human resources and payroll.
- General office duties including, but not limited to, filing, answering the phone, faxing, and copying. Provide back-up coverage for reception desk.
- Deliver and pick up packages from other locations as assigned.
- Reconcile bills and checks.
- Print billing information and reports as requested.
- Additional duties as assigned.

Qualifications:

- High school diploma or GED.
- Good communication and interpersonal skills.
- Good organizational ability.
- Overall flexibility and ability to work under pressure and meet deadlines.
- Good computer skills.
- Ability to interact with all levels of staff, as well vendors and clients.

To Apply:

Please send Cover Letter, Resume, References, and Salary Requirements to:

hr@unionsett.org

Please indicate Home Care – Office Assistant in subject of e-mail.

Resumes without salary requirements will not be considered.

UNION SETTLEMENT ASSOCIATION IS AN EQUAL OPPORTUNITY EMPLOYER