



SUSTAINABLE LONG ISLAND

Office Assistant

Scope of responsibilities

- Support Office Manager with organizing and managing operational functions of the organization. Assisting Executive and Deputy Director when needed. Making logistical arrangements where necessary, such as ordering materials, arranging meetings, trips, and creating schedules.

Expected Skills

- Must be detailed oriented, able to multi-task and be proactive in meeting goals and deadlines.
- Must be knowledgeable in using Microsoft office 2003-2007, especially word, excel and outlook.

Specific Responsibilities

- Accounts Receivables
- Answer Phone
- Events support when necessary
- Software/Hardware support where necessary – working with IT company
- Research
- Meeting Coordination – internal and external
- Assist in the maintenance of the office infrastructure, which would involve
 - Office organization and maintenance
 - Filing
 - Coordination

Perform other duties when needed.