



NEW EMPLOYMENT OPPORTUNITIES

Please apply directly to kendra@vanderbiltmuseum.org

Job Title: Office Coordinator/Part-time

Summary: The Office Coordinator will be responsible for relaying incoming telephone calls, greeting visitors, and performing a variety of administrative and clerical tasks in a professional manner. The Office Coordinator will ensure the efficient day-to-day operation of the office and support the work of management and other staff.

Location: Suffolk County Vanderbilt Museum & Reichert Planetarium, 180 Little Neck Rd., Centerport, NY 11721

Range: \$16.00 to \$20.00 per hour

Status: Part time, non-exempt

Hours: Year-round part time position, Monday to Friday, between the hours of 9 AM – 4 PM, up to 32 hours per week, **in person**

Duties and Responsibilities include the following:

- Answer multiline telephone system, retrieve voice messages daily, take accurate messages and transfer telephone calls to the appropriate person in a cordial, efficient manner.
- Act as the point of contact for internal staff and greet and screen incoming visitors in a professional manner. Promptly notify appropriate person of their arrival.
- Prepare incoming invoices and perform business office duties including reporting, filing and document management.
- Receive and sort incoming mail and deliveries, and manage outgoing mail.
- Manage and maintain IT needs, including scheduling repairs/maintenance and managing all office equipment contracts.
- Use MS Office Suite of products to type correspondence and various documentation in proper format and proofread/distribute as assigned.
- Manage and respond to all school and non-profit donation requests in a timely manner.
- Review weekly Altru calendar daily for upcoming events, and process payments when necessary.
- Send Zoom meeting link for monthly staff meeting. Attend monthly staff meetings.
- Provide other administrative support as necessary, including scheduling group meetings, maintaining calendars, doing research and creating reports.
- Review website for needed changes and updates.
- Oversee and order office and other department supplies, track inventory and ensure office equipment is in working order, including computers.
- Perform other related duties as assigned.

Skills:

Strong oral and written communication
Computer and technical literacy
Proficiency in the use of office equipment

Strong customer service knowledge
Diplomacy and professionalism
Excellent organizational skills

Experience:

Prior administrative and accounting experience helpful
3+ years experience in an office setting

Smoking is prohibited on Suffolk County property.

The Vanderbilt Museum and Planetarium is an Equal Opportunity Employer.