



# Battery Park City Authority

## **POSITION DESCRIPTION**

**POSITION TITLE: Administrative Coordinator**

**DEPARTMENT: Administration**

## **GENERAL DESCRIPTION OF DUTIES**

Responsible for providing administrative support to the Authority at both its 200 Liberty Street and 75 Battery Place offices. Work is performed under the general supervision of the Office Manager.

## **ESSENTIAL FUNCTIONS**

- Act as a backup for the receptionist.
- Coordinate trainings in conjunction with the HR department.
- Greet all visitors courteously, determine their needs and notify appropriate staff members or departments of their arrival.
- Manage locker assignments.
- Manage uniform inventory, make arrangements for ordering and delivery of replacements
- Assist the mailroom by overseeing the outside pick-up and the in-house delivery of packages/letters from the front desk -24<sup>th</sup> floor.
- Maintain, operate copiers and fax machines and arrange for servicing as necessary.
- Maintain, operate and train back-up support on main telephone console.
- Maintain inventory for pantry and office supplies and replenish when necessary.
- Receive, stamp and keep log of Proposals from outside contractors for all the departments.
- Update BPCA Storage Records Database.
- Provide administrative support to departments when directed by the Office Manager.

## **MINIMUM TRAINING AND EXPERIENCE**

Ability to deal effectively with people both in person and on the telephone, work under pressure and handle diverse responsibilities. Good attendance and punctuality. Good organizational skills. Must be proficient in Microsoft Office. High School Diploma required. Two - Three years of experience providing administrative support.

Please submit resumes to: [HR@bpca.ny.gov](mailto:HR@bpca.ny.gov)

**Battery Park City Authority is an Equal Opportunity Employer and complies with all Local, State and Federal employment regulations.**

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