

# Battery Park City Authority

## A City within a City

The Hugh L. Carey Battery Park City Authority is a New York State public benefit corporation whose mission is to plan, create, coordinate, and sustain a balanced community of commercial, residential, retail, and park space within its designated 92-acre site on the lower west side of Manhattan. There is a recognition that, as development of new parcels is completed, the importance of maintenance within the mission will become more significant.



## Come Grow with US!

**Great Community!**

**Great Benefits!**

**Great Work Culture!**

**Job Title:** Administrative Assistant  
**Job Status:** Full-time  
**Department:** Parks Operations  
**Location:** 75 Battery Place New York, NY 10280

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### **POSITION SUMMARY:**

The Administrative Assistant will be responsible for providing support to the Authority and will be a resource for the Parks Operations staff with various needs.

200 Liberty Street, 24<sup>th</sup> floor, New York, NY 10281

[www.bpca.ny.gov](http://www.bpca.ny.gov)

**Essential Duties:****General Office Support:**

- Partner with Office Manager to staff front desk and fill in as necessary for continual front desk coverage
- Assist the mailroom by overseeing the outside pick-up and the in-house delivery of packages/letters from the front desk between 75 Battery Place and 200 Liberty Street.
- Maintain copiers and fax machines in operating order and arrange for servicing when necessary with the Office Manager
- Coordinate with front desk security regarding general needs
- Take inventory and procure office and pantry supplies as necessary
- Help improve staff's communication with various needs, i.e. suggestions, comments and wellness.
- Administer, document, maintain and procure petty cash, EZ Pass, and gas card; keep record of spending
- Assist in preparing reports, correspondence, board material, presentations, staff trainings and biweekly meetings
- Be the point of contact to procure, file, and distribute uniform requests

**Support the V.P. of Park Operations, Staff, and other Department Head's as needed:**

- Assist with communication between 75 Battery Place and 200 Liberty Street, Department Head's and staff
- Record, file, and follow up on complaints from staff and residents
- Serve as an ambassador of BPCA initiatives such as but not limited to:
  - Zero waste
  - Sustainability & Resiliency
  - Vision/goals
  - Staff development

**Support Procurement Specialists:**

- Fill in for the Procurement Specialist when directed
- Assist in obtaining quotes and keep in communication with department heads as needed

*\*Additional duties may be assigned based on overall needs.*

**Education and Experience:**

High School Diploma/GED required. Two (2) to three (3) years of experience providing administrative support.

**Skills:**

- Ability to effectively handle staff and non-staff members both in person and via phone
- Ability to work under pressure and handle a variety of responsibilities simultaneously
- Excellent organizational skills

- Ability to work as part of a team and independently as necessary
- Effective problem solver
- Excellent communicator (verbal and written)
- Proficient in Microsoft Office Suite particularly Excel and Word
- Ability to maintain confidential information

Physical Requirements:

N/A

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