



## EMPLOYMENT OPPORTUNITY

KYCC is committed to meeting the needs of the multicultural Koreatown community. We believe that delivering effective programs requires support staff that has the same passion and commitment as those who provide direct services. We expect our administrative staff to be respectful and flexible and to be driven to achieve their personal and professional goals.

We endeavor to be an employer of choice and are looking for candidates who will make an immediate and lasting contribution. We have been serving our diverse community for more than 40 years, and if you're passionate about using your skills and experiences to support our mission, we'd like to meet you.

### Administrative Assistant (Full-time, Non-Exempt)

**Unit:** Administration  
**Updated:** 07/13/18

**Reports To:** HR Manager  
**Salary:** \$14.00 – \$16.00 per hour DOE

**Positions Available:** 1

**Summary:** Under the supervision of the Human Resources Manager the Receptionist is responsible for providing administrative support which includes answering incoming phone calls, attending to incoming visitors, and other roles related to office flow. Performance is reviewed on a continuous basis with specific goals and objectives identified throughout the year. This is a part-time, non-exempt position.

#### **Duties / Responsibilities:**

- **Handle all incoming telephone calls by:**
  - Receiving and directing all incoming telephone calls as appropriate.
- **Oversee flow of staff persons, visitors, and clients entering the Admin office by:**
  - Accepting supplies and deliveries.
  - Supporting programs and administration in the coordination of meetings and trainings hosted by KYCC Administration office.
- **Provide administrative support to the Administrative team by:**
  - Inputting information into Salesforce database.
  - Creating forms, flyers, and other documentation using Microsoft Word, Excel.
  - Typing reports and other documents related to the operations of the Administrative Department.
  - Processing and distributing all incoming and outgoing mail.
- **Maintain a clean and orderly reception area by:**
  - Ensuring that updated KYCC signs are posted and well-maintained.
  - Maintaining all general office space.
  - Keeping the reception area clean, organized and orderly.
- **Attend relevant meetings and trainings.**
- **Other duties as assigned by the HR Manager.**

#### **Minimum Requirements / Qualifications:**

- A High school diploma or equivalent with at least two (2) years relevant work experience.
- Relevant college level courses completed, preferred.
- Ability to organize and prepare documentation in a timely manner.
- Bilingual Korean and English, required.
- Ability to use good judgment and discretion with sensitive information.
- Possess initiative, flexibility, and the ability to work under pressure and without direct supervision.
- Proficient working knowledge of the use and operation of personal computers.
- Strong interpersonal, organizational, written and communication skills.
- Attention to detail and process-oriented.
- Ability to handle multiple tasks in a fast-paced environment.
- Strong commitment to working with a multicultural community.
- Ability to work collaboratively with others and a willingness to participate fully in the team process.



- Proof of passing a TB test and Live Scan fingerprint clearance.
- A valid Class C California Driver License, access to personal automobile, and proof of auto insurance.
- Proof of eligibility to work in the United States.
- Physical requirements: seeing to inspect written documents; ability to communicate with KYCC staff, clients and public; sitting and standing for extended periods of time; bending, kneeling and reaching to retrieve and replace files; and dexterity of hands and fingers to operate office equipment.

**Desired Qualifications:**

- A Bachelor's degree from an accredited College or University.
- Experience in the use of database applications.

To apply, please submit a **cover letter and resume**.

[SUBMIT AN APPLICATION](#)