Administrative Assistant/Office Manager

Background:
CARIE is a nonprofit organization, founded in 1977 and based in Philadelphia, dedicated to improving the quality of life for vulnerable older adults. CARIE is recognized throughout the region and the country as a resource for a wide range of people and institutions seeking to resolve elder care issues. CARIE currently employs 27 staff with an annual budget of about $2,250,000.

Position:
This is a full-time position that requires a highly organized individual who can prioritize well and handle a wide range of responsibilities.

Duties and Responsibilities:

- Administration/Finance:
  - Prepare check requests for vendor invoices
  - Process donations/payments including depositing into bank
  - Order supplies and manage inventory
  - Provide support for the accountant

- Human Resources:
  - On-boarding new staff
  - Benefits Enrollment/Disenrollment
  - Timekeeping

- Work with outside contractors, vendors, etc.
- Data-entry
- Manage daily office operations including network operations
- Other related duties as assigned

Educational/Experience/Skill Requirements:

- Post-secondary education preferred
- Proficiency in Microsoft Office, particularly Excel
- Excellent verbal/written communication skills and computer proficiency
- Highly organized
- Interest in working in a fast-paced, dynamic and ever-changing environment

Required Screening:

- Criminal Background Check
- Professional References
Physical and Mental Demands:
- Must work well under pressure and be creative and analytical.
- This position supports all agency staff and must be able to communicate and respond to a variety of requests.
- Lifting of 10-20 pounds may be necessary.

Compensation:
Competitive salary, excellent benefits

Please mail or email cover letter, resume and salary requirements to:
   Diane A. Menio
   Two Penn Center/1500 JFK Blvd./Suite 1500
   Philadelphia, PA 19102
   menio@carie.org
   No calls please

CARIE provides equal employment opportunity to all employees and applicants without regard to race, color, religion, sex, pregnancy, gender identity, sexual orientation, national origin, age, disability, or status as a veteran or any other status protected by applicable federal law.