

### **Temp Office Assistant/Coordinator**

Holiday House, a leading children's book publisher, is seeking an office assistant for their New York offices. This position is responsible for providing administrative and operational assistance to support offices of around 60 staff members. In addition to being organized and able to multitask, this role requires a hard-working self-starter with a positive approach to their work who is able to work independently. The ideal candidate will be comfortable working with a high degree of attention to detail and discretion, with an eye to improving processes to optimize smooth office operations. This is a temporary fulltime position based in New York, NY.

### **Essential Duties and Responsibilities include the following. Other duties may be assigned.**

- Handle a variety of administrative tasks, including welcoming visitors, preparing conference rooms and providing administrative support as needed
- Inventory and place office supply orders and restock as needed.
- Manage mail daily (incoming and outgoing), including large, time-sensitive mailings and shipments.
- Order physical and electronic review/comp copies and ARCs/F&Gs and distribute for office use.
- Set up and maintain access keycards, phone extensions, and other accounts/requirements for personnel.
- Assist in maintaining office pantries and kitchens.
- As needed, move equipment and set up furniture or similar.
- Initiate and manage maintenance visits, keep track of leases/agreements, research potential vendors, address service interruptions, oversee cleanliness of office with building services. Coordinate and communicate to minimize disruption for staff.
- Manage company voicemail box and email inbox, addressing general questions and routing more complex matters as needed. Answer phones whenever available.
- Act as liaison between staff and Group IT.
- Stock and organize the in-office bookshelves.
- Work with building to comply with trash and recycling policies.
- Coordinate with other company offices and departments for intercompany mailings, shared resources, and company-wide events, regular mailings of materials to and from Atlanta and Somerville offices.
- Assist in-house departments for in-person company events
- As needed, assist HR and other departments with administrative tasks

### **Minimum Qualifications (Knowledge, Skills, and Abilities)**

- Keen attention to detail, strong organizational skills to consistently meet deadlines with accurate work.
- Demonstrable experience of MS Office (Word, Outlook, Excel, PowerPoint)

- Able to investigate and resolve issues in the office and to take ownership of office environment, influencing and collaborating to support a positive work culture
- Communicate effectively in both verbal and written correspondence; read and interpret business documents.
- Able to prioritize among time-sensitive tasks.
- Able to work with time zones.

### **Physical Demands and Work Environment**

- The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the functions.
- Ability to stand, sit and/or walk for long periods of time with or without accommodation.
- This is an office job but may require light lifting, opening and shelving supplies, moving computers or copiers, assembling office furniture, moving boxes up to 60 lbs with the help of a dolly, misc. bending and lifting.
- This is an office-based role.

The compensation range for this position is \$40-45k. Salary will vary based on a number of factors, including skills and experience. This is a full-time, in-office temporary position for three months which requires being able to work from our office in New York city.

*All children deserve to see themselves, their families, and their communities represented in the books they read. As children's book publishers, it is our goal to ensure that the books and content we publish authentically and joyfully reflect the world around us. As an employer, we are committed to creating and maintaining a supportive working environment where everyone is included, valued, and empowered to do their best and most creative work. As an equal opportunities employer, we welcome candidates from all backgrounds without regard to race, ethnicity, gender identity, sexual orientation, age, disability, religion, sex, or any other characteristic protected by law and those not yet protected by law.*

To apply, please send a resume and cover letter to [us-careers@walkerbooksgroups.com](mailto:us-careers@walkerbooksgroups.com) with the subject line: Temporary Office Assistant/Coordinator.