

Thursday, October 7, 2021

## Office Administrator

Company: TCG  
Location: New York, NY  
Compensation: 50000

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The Office Administrator is responsible for administrative tasks of TCG's office in New York City and the Executive Leadership team, comprised of the Executive Director/CEO and Deputy Director/COO. TCG is currently working remotely, and while there isn't a confirmed date to return to in-person schedules and operations, this position requires that you be able to perform your duties at TCG's office in New York City at least twice per week. Strict COVID-19 safety protocols are followed. Click below for the full job description and how to apply.

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