

Thursday, August 4, 2011

Administrative Assistant

Dian Dong, Associate Director Chen Dance Center 70 Mulberry St, 2nd fl New York, NY 10013
info@ChenDanceCenter.org www.ChenDanceCenter.org

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Chen Dance Center in NYC seeks an Administrative Assistant with the following qualifications:

Education & Training: B.A. or B.F.A. degree or equivalent business experience.

Computer skills: Word processing, Excel, and Quickbooks; ability to input data or oversee website. Must be able to type 60 wpm, no errors.

Administrative Skills: 2 or more years in a busy office preferred. At least 1 year office/administrative experience required. Must have good people interaction skills. Must be able to multi-task with some distractions and must handle pressure and deadlines well. Must be able to adjust to changing schedules and workloads. Good written and verbal skills a must. Must be highly organized and able to take initiative and work independently. Ability to work with volunteers.

Other Skills: Knowledge of bookkeeping, database or marketing a plus. Knowledge or love of the arts or non-profits desirable.

Salary: Part-Time, hourly pay up to 30 hrs/wk. Possibility of job growing and expanding as the Company grows and evolves.

Cover letters and resumes should be emailed to: info@chendancecenter.org

No phone calls please

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