OFFICE ADMINISTRATOR

We are seeking a responsible, motivated and organized Administrative Assistant to take on a number of office management tasks and play a vital role in ensuring the AetherWorks office runs smoothly. This is a part-time position.

The ideal candidate is enthusiastic about handling important administrative, financial and HR functions at a fast-paced start-up. Applicants should be proactive, able to prioritize and make decisions independently and comfortable handling Office Management functions. We are looking for someone with excellent interpersonal communication skills as the Administrative Assistant will often be the first point of contact for AetherWorks.

RESPONSIBILITIES:

- Pay invoices, create expense reports, support bookkeeping
- Handle tax filings (1099s, W-2s, year-end company filings)
- Field high volume of incoming phone, mail and email communication
- Perform HR functions relating to employee benefits and staffing needs
- Coordinate travel, meetings and events
- Handle general Office Management tasks including document organization and keeping supplies stocked.

QUALIFICATIONS:

- Bachelor’s degree preferred, not required
- Highly organized and detail oriented
- Excellent oral and written communication skills
- Confident making decisions independently and handling diverse tasks
- Employment record that demonstrates a high level of professionalism and consistency

WORKING AT AETHERWORKS:

AetherWorks is a software research and venture development start-up in the heart of Manhattan. We are a small team and each of our employees plays an integral role in delivering brand new software to market. Our offices, located overlooking Bryant Park, provide a spacious, open work environment with great views.

- Competitive compensation
- Health and dental benefits available
- Pre-tax commuter benefits
- Vacation allotment and company-wide time off around the holidays
- Company-stocked snacks and drinks

TO APPLY:

Please email Shannon at scody@aetherworks.com.