



Job posting: Office Assistant

Position Title:	Office Assistant
Job Function:	Administrative, Clerical
Entry Level:	Yes
Employment Type:	Part-Time
Location(s):	New York, New York
Min Education:	High School Diploma (Bachelor's Degree preferred)
Min Experience:	1+ Years
Required Travel:	0%

Nippon Life Benefits is looking for a personable and efficient Office Assistant who will fulfill receptionist duties and general office support to the Corporate Headquarters. This position reports to the Vice President of Human Resources.

Nature and Scope of Responsibilities:

- Afternoon reception duties (receive and distribute mail and deliveries, handle guests and phones, as appropriate)
- Screen telephone calls, greet visitors.
- Manage mail desk – handle incoming and outgoing mail, including FedEx, delivery vendors, as required.
- Maintain kitchen, conference rooms, mailroom and copy rooms.
- Maintain facility, contact building and service vendors as required.
- Maintain and stock office equipment (copy and fax machines).
- Maintain office supply and stationary inventory (purchase, inventory, stock)
- Assist staff members with special projects as required.

Qualifications / Requirements:

- High School Diploma (Bachelors degree preferred)
- 1+ years experience in office support
- Excellent verbal and written communication and organizational skills
- Must possess great attention to detail
- Must be personable and be able to work well at all levels within the organization
- Computer literate in MS Office applications

Competencies:

To perform the job successfully, an individual should demonstrate the following competencies to perform the essential functions of this position:

- Must be able to lift at least 15lbs of supplies and equipment
- Must possess great attention to detail and efficiency.
- Highly organized, detail-oriented, and efficient.
- Excellent written and oral communication skills.
- Must be personable, friendly and be able to work well at all levels within the organization

Please email resume to hr@nipponlifebenefits.com to apply.

Nippon Life Benefits is committed to a policy of equal opportunity for all qualified employees and applicants for employment without regard to race, religion, color, age, sex, sexual orientation, pregnancy or other medical condition, ancestry, marital status, national origin, handicap or disability, or status as a Vietnam era or special disabled veteran.