

Perkins Center for the Arts Office Assistant

Location: Moorestown, 395 Kings Highway, Moorestown, NJ 08057

Full Time: Monday-Friday 8:30AM-4:30PM

Salary: \$27,000

The Office Assistant of Perkins Center for the Arts plays an integral role in the Center. The Office Assistant provides the first impression of Perkins Center whether on the phone or in person. This individual must have outstanding interpersonal skills, good written and oral communication skills, and the ability to be a positive ambassador of the Center as the front desk receptionist. Responsibilities include but are not limited to:

- The Office Assistant is the main Moorestown front-desk receptionist and is responsible for creating the part-time receptionist schedules for Collingswood and Moorestown locations
 - Occasional requests to assist with changing of schedules (illness, vacation requests etc.) and fill in for other receptionists on an emergency basis
- “Front House Management” maintaining an orderly and clean experience in public areas of the Center
- Attending to Perkins members, patrons, and faculty with membership questions, account issues and/or registration assistance
- Assisting Perkins’ business office daily with deposits, invoices, daily check logs
- Financial related copying & filing
- Overseeing Perkins membership accounts
- Overseeing the ordering/purchasing of general office, kitchen, and cleaning supplies as well as program related purchases (Opening Reception food etc.)
- Occasional additional responsibilities may include requesting property maintenance services/repairs and basic office organization
- Experience with QuickBooks a plus
- Experience with social media a plus (multiple platforms, post creation, scheduling, and strategy)

The Office Assistant position is a salaried position that receives accrued sick time, PTO, and vacation days, as well as designated holidays. Option for medical/dental benefits available.

Perkins Center for the Arts doesn’t just accept differences, we celebrate them, value them, and thrive on them for the benefit of our employees, The Center, and our community. Perkins is an Equal Opportunity Employer and all applicants will be considered for employment without attention to race, creed, color, religion, gender, sexual orientation, gender identity/expression, national origin, disability, age, genetic information, veteran status, marital status, pregnancy or related condition (including breastfeeding), or any other basis protected by law.

Please send resume and letter of interest to Kahra Buss, kbuss@perkinscenter.org. No phone calls please.