



BILINGUAL ADMINISTRATIVE ASSISTANT - YONKERS

Empire Justice Center, a highly respected, statewide legal services organization, is seeking an Administrative Assistant to join our team.

Empire Justice Center attracts and employs dedicated, determined, and passionate advocates who, together, make a significant impact on the lives of low-income New Yorkers. We achieve our successes through direct legal representation and high-impact litigation, legislative and administrative advocacy, and by providing training and technical assistance to other advocates who are working towards the same goals.

With offices in Rochester, Albany, Westchester County, and Long Island, our organization offers staff an exciting and dynamic working environment and a strong commitment to teamwork, diversity, and personal/professional development.

THE POSITION

The function of the Administrative Assistant is to provide support, administrative and clerical, to four attorneys in our Yonkers offices, including greeting clients, answering phones, copying, date entry and file opening and closing. Providing these services in a well-organized and timely manner will ensure that operations are maintained and running efficiently.

QUALIFICATIONS

Preferred

- Quick-thinking problem solver; thrives in a fast-paced environment;
- Ability to work independently and multitask;
- Flexible with excellent interpersonal skills, and a customer service-oriented mentality;
- Project coordination experience and ability to prioritize concurrent responsibilities while meeting all deadlines;
- Works well with all levels of internal management and staff, as well as outside clients and vendors.

Required

- 4+ years of administrative support experience preferred
 - Advanced proficiency with MS Office Suite; Outlook, Excel, and Word
- *Bi-lingual in Spanish required**

SALARY AND BENEFITS

Salary is commensurate with experience and based on the organization's salary scale. Empire Justice Center offers a generous benefits package, including health insurance, pension and life insurance, vacation, holiday, personal and sick time. We are an organization that supports and encourages a work/life balance.

Empire Justice Center is an Equal Opportunity/Affirmative Action employer and desires a diverse work force. People of color, women, persons with disabilities, persons who are elderly, gay, lesbian, bisexual and transgender are welcomed and encouraged to apply.

TO APPLY

Applications will be accepted until the position is filled. If interested e-mail a cover letter, resume, writing sample and three professional references to employment@empirejustice.org Please include, **Yonkers Administrative Assistant, First/Last Name** to the subject line of the email. No phone calls or hard copies please. Incomplete applications will not be considered.

employment@empirejustice.org