



OPERATIONS COORDINATOR

Administrative Assistant - Reports to New York (Syosset) Operations Manager

AFA Protective Systems, Inc., an established alarm installation and monitoring company, is currently seeking an Operations Coordinator/Administrative Assistant to work in our Syosset, New York office. The successful candidate will assist the Operations Manager/Team in day-to-day activities that ensure efficient business functions. The applicant will perform various administrative tasks and requires certain skills for the position.

Responsibilities include, but not limited to

- Create jobs from WeSuite
- Process parking tickets for technicians
- Maintain and update company truck information (NY)
- Assist HR with handling of technician's worker comp claims
- Handle paperwork for technicians' vehicle repairs
- Track EZ Pass, Municards, Monitor Driver Alerts
- Distribute technician uniforms
- Scan invoices
- Handle expenses for Project Managers
- Answer phones
- Time card record keeping, Unabsorbed wage report
- Backup to Payroll entry into ADP

Qualifications and Skills

- 2+ years' experience in an office management capacity
- Proficient with Microsoft Office (Excel and Word)
- Proven ability to work collaboratively with others
- Excellent communication and time management skills

We offer an excellent benefits and compensation package including Vacation, Medical and Dental plan.

Please send resumes to abombardiere@afap.com