

# Hands On Hartford

## **Administrative and Operations Systems Coordinator, Hartford Area**

**Innovative, multi-service non-profit seeking energetic, creative, team-oriented individual to become part of our dynamic team.**

Provide efficient and professional coordination and support to the agency in the operational areas of administrative; development; information technology; Fleet of Vehicles and Operations / Facilities support. Demonstrate the values and hospitality of HOH in interactions with volunteers, the public, clients and team members.

Associates degree plus 3+ years administrative or equivalent work experience. Excellent verbal and written communication skills; high level administrative support skills; excellent public interaction and customer service skills; experience in designing and coordinating administrative systems, data management, and record keeping. Ability to work independently and as a team member, and manage multiple tasks. Proficiency in Microsoft Word, Excel, Outlook and other Microsoft products. Valid driver's license, registered and insured vehicle required. Must be able to lift and carry a minimum of 25 pounds.

See our website for a full job description– [handsonhartford.org](http://handsonhartford.org). Send letter of interest & resume to: Pamela Fitzgerald, Director of Finance and Administration, Hands On Hartford, 55 Bartholomew Ave, Hartford CT 06106.

Email [pfitzgerald@handsonhartford.org](mailto:pfitzgerald@handsonhartford.org) no phone calls please. Closing date 08/18/2017. AA/EOE

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