

Administrative Assistant

Company Overview

San Francisco Playhouse is the Bay Area's premiere mid-sized theatre company. Powered by a team of energetic and innovative theatre lovers, our programming includes a six-play mainstage season and a Rising Star Education Program for high school students. Refer to our website, sfplayhouse.org, for more information on our company.

Role Description

The Administrative Assistant reports to the Administrative Manager and works to ensure smooth daily operations, including but not limited to assisting with employee onboarding/offboarding, assisting with hiring and recruitment processes, facilitating weekly check printing and distribution, and maintaining tasks and processes up-to-date in Rippling, the company's HR and payroll software. Please find a list of select responsibilities below.

Job Type: Part-Time, Non-Exempt
Pay: \$24-\$28/hour Based on Experience
Schedule: Weekdays; 20-25 hours per week

Responsibilities

- Support Administrative Manager with maintenance of telephone systems, safety and security procedures, and computer systems, and troubleshoot network, equipment, and general facilities issues as needed.
- Support the team in processing biweekly payroll and alert/oversee any issues that arise via Rippling to ensure a smooth payroll process.
- Support interview processes to facilitate recruitment.
- Manage all onboarding of each employee via Rippling.
- Support all offboarding processes for each employee via Rippling.
- Print and mail vendor checks weekly.
- Receive, process, and distribute incoming mail.
- Scan and deposit all incoming checks.
- Reconcile and deposit incoming cash from Box Office, Concessions, and cash donations.
- Oversee health care compliance including ACA calculations and HCSO filings.
- Respond to rental inquiries and prepare rental contracts.
- Coordinate facility set up for staff meetings and board meetings.
- Maintain general office organization, including office supply inventory.
- Maintain all current office equipment instruction manuals & general office SOPs.
- Oversee staff adherence to company risk assessment procedures.
- Copy, scan, fax & file documents as needed.
- Other duties are required.

Qualifications

- Highly organized, efficient, and curious nature
- At least 2 years previous experience in an office management or administrative position
- Proficient in Microsoft Office, particularly Word, Excel & Outlook
- Strong communication and interpersonal skills
- Strong time management skills
- Ability to prioritize a varied workload and work to deadlines in a fast-paced environment
- Ability to identify and solve problems as well as act on one's own initiative
- Ability to act with integrity and observe confidentiality
- Positive, enthusiastic, and flexible attitude