

Operations Assistant

New York, NY

About Pure Earth:

Pure Earth (www.pureearth.org) is a global leader in improving public health and development outcomes by reducing exposure to lead and other toxic pollutants. We work closely with governments to embed evidence-based, sustainable solutions into public systems at the national scale. By translating data into action and pairing technical expertise with local partnerships, Pure Earth designs and delivers practical interventions that reduce pollution and poisoning risks, strengthen public response systems, and support long-term health and economic progress.

Position Overview:

The Operations Assistant ensures Pure Earth's New York office runs smoothly, safely, and efficiently, providing a well-organized and welcoming environment for staff and visitors. Reporting to the Operations Manager, this role is responsible for the smooth day-to-day running of the office—from facilities, safety, and vendor coordination to mail, supplies, and workspace setup—while providing hands-on administrative support to the Operations team.

This is a highly visible, service-oriented role that touches nearly every employee and department. Success depends on strong organization, reliability, and pro-active initiative: anticipating needs before they arise, keeping shared spaces and systems in good order, and freeing colleagues to focus on Pure Earth's mission of reducing exposure to lead and other toxic pollutants worldwide.

Reporting and Team Structure:

Reports to: Operations Manager

Direct reports: None

Key internal partners: Operations, HR, and Finance teams, and Pure Earth's global country offices

Work Location:

Pure Earth New York office, 475 Riverside Drive, New York, NY 10115

Employment Type:

Full-Time (Hybrid)

Scope of Work:

Key responsibilities include but are not limited to:

Office and Facilities Management

- Oversee day-to-day office operations, keeping common areas, workstations, and the kitchen clean, organized, stocked, and presentable, including weekly refrigerator clean-outs and coordination with cleaning vendors on service quality.
- Conduct monthly fire extinguisher inspections and coordinate annual inspections and tag renewals, and support office safety initiatives such as fire drills, AED and active-shooter training, and safety-supply purchases.
- Submit and track building maintenance requests and ensure completion, manage office seating arrangements and desk and conference or TIC room reservations
- Support office guests and visitors as needed

Front Desk, Mail, and Shipping

- Receive, sort, and distribute incoming mail and packages daily, ensuring timely delivery to the right staff.
- Manage the office's FedEx account, create shipping and return labels, and support employees with their shipping needs.

Supplies, Equipment, and Basic IT

- Monitor office supply and equipment inventory and order replacements as needed, including peripherals such as keyboards and mice.
- Manage office phones, Webex devices, and staff for access to communication equipment, and provide first-line troubleshooting for basic IT issues.
- Manage employee access to various IT platforms throughout employment lifecycle

New Hire and Workspace Setup

- Coordinate building access for new employees—including building IDs, access cards, and office keys—and prepare workstations with clean desks and welcome signage.
- Conduct office tours and orient new hires to office systems, safety procedures, and shared spaces.

Events and Operations Support

- Help plan and coordinate employee events, including monthly birthday celebrations, the annual holiday party, and annual office clean-up and organization efforts.
- Support the Operations team on office improvements, renovations, and upgrades
- Provide general administrative support, such as maintaining office records, updating building and agency forms, and coordinating with vendors.

- Support Operations and Programs to obtain notary and apostille services when necessary
- Serve as point person for conference room set up and support, including ensure office equipment, including printers and conference room audio/visual and laptop is always up to date, and in excellent operating condition

Success in the First 6 Months:

- Day-to-day office operations run without disruption; common areas, the kitchen, and supplies are consistently well-stocked and maintained.
- All fire-safety inspections are current, and at least one office safety initiative (a drill or training) has been completed.
- New hires consistently arrive to a fully prepared workspace, working building access, and a smooth first-day orientation.
- Mail, shipping, and building maintenance requests are handled promptly, with clear tracking and follow-up.
- Vendor relationships (cleaning, shipping, and building management) are actively managed, with issues resolved quickly.
- At least one employee event has been successfully planned and delivered.

Required Qualifications and Experiences:

Education

- High school diploma or equivalent required;
- An associate or bachelor's degree, or an equivalent combination of education and professional experience required

Experience

- At least 1 year internship or other work experience in office administration, office management, facilities coordination or management, operations, or a comparable support role.
- Strong organizational skills and attention to detail, with the ability to manage multiple priorities and follow through independently.
- Excellent interpersonal and communication skills, with a service-oriented and professional approach to staff and visitors.
- Proficiency with Microsoft Office (Outlook, Word, Excel) and comfort learning new office and communication systems such as Webex.
- Ability to handle the physical aspects of the role, including lifting and moving supplies, packages, and equipment, and moving between floors and workstations.

- Reliability and discretion in handling office access, vendor relationships, and day-to-day operations.

Desired (nice to have)

- Experience supporting an operations or facilities team in a nonprofit or mission-driven organization.
- Familiarity with basic IT troubleshooting and office equipment setup.
- Experience coordinating vendors and managing service contracts.

Work Environment:

This is a hybrid role based at Pure Earth's New York office at 475 Riverside Drive. In-person attendance is required on Tuesdays, Wednesdays, and Thursdays, or as otherwise required by the supervisor or role of duties and schedule. Flexibility in person of attendance or hours may be needed to support office events, deliveries, or maintenance. Training will be provided.

Salary:

This is an hourly, non-exempt L2 position with an anticipated pay rate of \$31 per hour.

Equal Employment Opportunity

It is the policy of Pure Earth to provide equal opportunity for all qualified persons and not discriminate against any employee or applicant for employment because of race, color, religion, sex, gender or gender identity, age, national origin, disability, sexual orientation or any other protected status.

This job description may be revised and updated as required to meet organizational objectives.

Work authorization for the USA is required. Visas or work authorization will not be sponsored for this role.