

Work Vapor

<https://workvapor.com/jobs/office-coordinator-ny-part-time-3-days-week-30k-37-5k-year/>

Office Coordinator NY, Part-time 3 days/week

Base Salary

USD 30000 - USD 37000

Description

Company: IMG Artists

Position: Office Coordinator

Industry: Performing Arts / Management

Location: New York (Midtown, hybrid)

Employment Type: Part-Time (3 days per week)

Salary: \$30,000 – \$37,500 per year

Email: jobs@imgartists.com

Hiring organization

IMG Artists

Employment Type

Full-time, Part-time

Job Location

United States

Remote work from: United States

Date posted

03/16/2026

Role Summary

- Serve as main office contact for building services, suppliers, and senior managers
- Coordinate meeting spaces, guest access, and office upkeep
- Support travel, events, onboarding, and a variety of administrative projects

Key Responsibilities

- Act as primary contact for landlord, building services, and external suppliers
- Manage meeting space scheduling and guest access procedures
- Provide administrative support to senior managers including travel booking and expense submission
- Procure office/kitchen supplies and track related budgets
- Coordinate IT issues with consultants and assist with equipment setup
- Support onboarding/offboarding and benefits administration tasks
- Assist with event planning and execution including summer and holiday parties

Required Qualifications

- Proven office management or administrative experience, ideally 2+ years
- Strong organizational skills and attention to detail
- Proficiency with Microsoft Office and Excel
- Excellent written and verbal English communication

- Ability to prioritize, multitask, and work with confidentiality
- Eligibility to work in the USA

Nice-to-Have

- Experience coordinating travel and expense reporting
- Familiarity with onboarding, HR compliance, or benefits administration
- Comfortable supporting occasional projects, audits, and process improvements

Schedule & Compensation

- Part-time, on-site 3 days/week (24 hours) in Midtown Manhattan
- Salary band: \$30,000 – \$37,500 per year depending on experience
- Flexible schedule and hybrid workplace arrangements as described by employer

How to Apply

Send your resume and cover letter to jobs@imgartists.com with subject line "Office Coordinator NY"