

JOB DESCRIPTION

Job Title:	Office Coordinator	Exemption Status:	Non-Exempt
Reports To:	COO	:	Department: Administration
Direct Reports:	NONE	Effective Date:	January 1, 2018

JOB SUMMARY:

Our company is looking for an Office Assistant to be responsible for handling clerical tasks in our office. You will be handling incoming phone calls and other communications, greeting clients and visitors, as well as managing files, updating paperwork and other documents, and performing other general office clerk duties and errands.

JOB SPECIFIC STANDARDS

Essential Functions

- Coordinate internal copying and assembly of documents (new hire packets, handbook, Training work books)
 - Maintain Visitor/Security Log/Distribute phone/muster list
 - Answer phones and direct calls to appropriate staff; Take and forward messages as needed
 - Greet Visitors
 - Prepare coffee and/or get water for guests and meetings
 - Collect, sort and distribute incoming mail
 - Daily housekeeping includes lunch room coffee station upkeep, spot clean and refill supplies as needed throughout the facility. (Kitchen, bathrooms, etc.)
 - Schedule meetings and conference rooms; set up rooms and equipment for meetings
 - Coordinate necessary refreshments for meetings, including ordering and working with the caterer
 - Maintain office printers along with IT. Serve as liaison with service and vendor personnel as needed
 - Filing, including client file cabinets and vendor file cabinets
 - Communicate with office cleaning crew to schedule work, any additional cleaning requests and help resolve any related issues. Ensure adequate level of janitorial supplies
 - Preparation for desk space for new hires, name plate and office supplies. Clean out terminated employees' desks, cancel travel related accounts
 - Manage company travel account. Generate monthly Reports and Review with Controller.
 - Miscellaneous tasks include but not limited to: post office, lunch pick up for meetings, and Fed Ex drop off
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- Provide direct or indirect assistance for in-house including hotel arrangements, refreshments and catering orders
- Basic data input for QuickBooks
- Performs other duties as required

Secondary Responsibilities

- Handle planning for Training Department
- Work with landlord for maintenance of office; includes light changes, HVAC system as well as any maintenance issues
- Back up for travel
- Pleasant, friendly and calm personality a must
- Maintain offsite storage facility
- Manage and review Company vendor accounts. (Verizon, Office basics, Concur,)
- Negotiate rates for lodging, related with upcoming projects
- Obtaining necessary travel documentation required for international travel, for executive team
- Anniversary and New Baby Cards
- Coordinate monthly Birthday celebrations and service awards
- Holiday Cookies and Cards for Clients and Potential Clients
- Lunches, Catering as needed
- Fruit baskets, candy, gifts as needed
- Holiday Party and Summer picnics
- Archiving of previous years' data

SKILLS AND ABILITIES:

- Proficient with Microsoft Office
- Familiar with QuickBooks
- Ability to multi-task
- Familiar with Planning Travel Plans

EDUCATION AND EXPERIENCE:

- Associates degree preferred
- Previous experience in a professional office environment a must

PHYSICAL CAPABILITIES:

- The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions

- While performing the duties of this job, the employee is frequently is required to sit and talk and hear. The employee is occasionally required to stand; walk; sit; use hands to finger, handle, or feel. The employee is occasionally required to reach with hands and arms. The employee must occasionally lift and/or move up to 30 pounds. Specific vision abilities required by this job include close vision, color vision, depth perception, and ability to adjust focus

ENVIRONMENTAL CONDITIONS:

- The work environment characteristics described here are representative of those an encounter while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually moderate

Note: This Job Description may not describe all the job responsibilities and standards assigned to this position. They may change upon review and at management’s discretion.

Approved By:

COO

Date

EMPLOYER is an Equal Opportunity Employer. As required by law, we record certain information to be made a part of our Equal Employment Opportunity compliance or Affirmative Action Programs, where applicable. Only persons who meet the minimum qualifications for a position will be considered as applicants. We deal with employees, applicants, customers and suppliers without regard to their race, color, religion, sex, sexual orientation, gender identity, national origin, age, disability, veteran status or other status protected by applicable law.