# \*Insert Company Logo Here\*

**Office Coordinator**

**Location:**  Local Operations office

**Reports to**: TBD

**Direct Reports**: None

**Position Overview**

This position is an integral part in ensuring that the day-to-day office operations run smoothly and are successful in supporting other business activities. Specifically this position supports the Team by handling various administrative tasks including, but not limited to, preparing and running Company showrooms spaces, answering the company phones, data entry, social media posts, and travel and event coordination.

**Essential duties and responsibilities:**

* Greet and assist visitors when they arrive at the office.
* Deal with initial customer complaints or issues.
* Contract administration.
* Maintain files and records with effective filing systems (both electronic and paper when necessary).
* Perform basic bookkeeping activities and update the accounting system.
* Support the Team through various administrative tasks such as redirecting calls, disseminating correspondence, scheduling meetings, etc.
* Support company marketing strategy where needed and coordinate activity with outside marketing firm.
* Monitor office supplies inventory and place orders.
* Plan and coordinate company travel and event coordination.

**Skills required:**

* Previous experience as an office coordinator or administrative assistant preferred.
* Experience in customer service a plus.
* Excellent communication and interpersonal skills.
* Organized with the ability to prioritize and multi-task.
* Reliable with patience and professionalism.
* Knowledge of basic bookkeeping principles and office management systems and procedures.
* Strong knowledge of MS Office, back office and accounting software.
* Working knowledge of office equipment.