



Original Issue Date: Mar-16	Revision Date: 3-Mar-16	Revision Level: A	Department:
Position Title: <i>Office Coordinator</i>		Reports To: <i>Office Manager</i>	

BASIC FUNCTION:

Supports company operations by maintaining office and warehouse systems, equipment and inventory. Answer and direct telephone calls and greet all guests in a courteous, positive and friendly manner. Provide administrative support to Office Manager, Project Managers and Coordinators.

DUTIES AND RESPONSIBILITIES:

1. Answer and direct telephone calls in a courteous, positive and friendly manner.
2. Responsible for all office related operations including:
 - a. Maintains office services by organizing office procedures; designing filing systems and maintaining an organized operation in front and back of house.
 - b. Maintains office efficiency by planning and implementing office systems, layouts, and equipment procurement.
 - c. Maintains office supplies inventory by checking stock to determine inventory level; anticipating needed supplies; evaluating new office products; placing orders for supplies; verifying receipt of supplies.
 - d. Ensures operation of equipment by completing preventive maintenance requirements; following manufacturer's instructions; troubleshooting malfunctions; calling for repairs; maintaining equipment inventories; evaluating new equipment and techniques.
 - e. Maintain and update forms along with restocking when necessary; develop and update procedures for all systems related to the business operations.
 - f. Assist with errands including but not limited to bank deposits, mail, pick-ups, and deliveries and shopping.
2. Maintain an organized warehouse operation by overseeing all event logistics including:
 - a. Prepare, clean and load all equipment and materials for all events utilizing the supply list on the event schedule along with purchasing all necessary job supplies.



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- b. Responsible for restocking, cleaning, organizing and shipping back all materials and equipment after an event.
 - c. Manage the receipt, inspection and storage of all incoming shipments relating to events.
 - d. Ensures all tools and equipment are properly organized and stored.
 - e. Manage the fulfillment of all prop rentals through pulling the order and ensuring all items are clean and in working condition. Handle all deliveries and pick-ups along with restocking of rentals upon return.
 - f. Ensures operation of all prop and rental equipment by completing preventive maintenance requirements; following manufacturer's instructions; troubleshooting malfunctions; managing repairs; maintaining equipment inventories; evaluating new equipment and techniques.
3. Assist Project Manager/Event Coordinator with event/project related tasks including:
- a. Responsible for writing, printing and mailing all thank you notes. Event and Project specific notes must be approved by Project Manager.
 - b. Responsible for setting up all new projects as outlined on the pre-event task list.
 - c. Responsible for closing out all jobs as outlined on the post-event task list.
4. Assist with event set ups and event staffing on an as needed basis.
5. Assist Event Coordinators with tasks as needed.
6. Manage basket donations including the inventory, complete pledge forms, basket assembly, arranging for pickups and track all baskets donated
7. Perform all other clerical duties as requested including typing, photocopying, filing, etc.
8. Back-up fountain rental attendant

SUMMARY OF SKILLS, KNOWLEDGE, AND ABILITIES:

- 1. Follow detailed procedures and ensure accuracy in documentation and data.



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2. Ability to clearly present information through verbal and written communications; talk with customers and suppliers; listen well.
3. Able to demonstrate a high level of service delivery; do what is necessary to ensure customer satisfaction; deal with service failures and prioritize customer needs.
4. Anticipate and proactively solve problems.
5. Ability to remain open-minded and change opinions on the basis of new information; perform a wide variety of tasks and change focus quickly as demands change; manage transitions effectively from task to task; adapt to varying customer needs.
6. Ability to work under pressure, work well with others, and be willing to do extra tasks as assigned.
7. Ability to accurately type a minimum of 50 wpm. Ability to operate a calculator, fax machine, copier.
8. Knowledge of computers and experience in Microsoft Word, Excel, PowerPoint, Outlook and Publisher.
9. Manage multiple projects concurrently maintaining a command of details, timelines and next steps.

PHYSICAL AND MENTAL REQUIREMENTS:

1. To accomplish the essential functions of this position, one must be physically able to operate a computer, calculator, telephone switchboard, and general office equipment.
2. The mental requirements of the position demand that an incumbent be able to work with confidential data, meet deadline pressure, and work quickly, accurately, and consistently with mathematical/accounting type data.
3. The physical activity of the position includes talking, reaching, fingering, repetitive motions, and hearing.
4. The physical requirement of the position can be classified as sedentary work.
5. The length of day required for the position is classified as regular.
6. The position is not substantially exposed to adverse environmental conditions.
7. The visual acuity requirements of the position are typical of those who work deals largely in a clerical or administrative capacity.



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DIMENSIONS:

Number of employees supervised: 0



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<i>REVISION LETTER</i>	<i>REVISION DATE</i>	<i>REVISION DESCRIPTION</i>
A	3-Mar-16	Initial release