



Office Coordinator

The Office Coordinator is responsible for ensuring the smooth operation of the office and administrative functions supporting all functional areas of the company. This position will develop and implement effective administrative processes including human resource functions, information technology, facilities/equipment management and all other internal office responsibilities.

Key duties/responsibilities:

- Coordinate all administrative tasks to meet deadlines as needed by all departments
- Responsible for managing and maintaining office technology
- Responsible for maintenance of common spaces for appearance and functionality
- Responsible for managing supplies and maintenance of storage areas
- Responsible for event planning and organizing
- Provide support for Human Resources including policies/procedures, employee handbook, benefits, etc.
- Assisting with staff onboarding process
- Negotiating and coordinating with all service related vendors
- Providing basic IT support to staff, including serving as a liaison to IT contractor
- Running errands and performing miscellaneous job-related duties as assigned
- All other duties as assigned

Job Requirements:

The successful candidate has superior organizational skills, is self-motivated, resourceful, detail-oriented, and energetic. Must be a team player and have outstanding writing, editing, data entry, and proofreading skills. Excellent communication and interpersonal skills, and the ability to prioritize and handle multiple projects are essential. Must be proficient in Microsoft Office and be a quick study on new computer programs.

- A BA/BS degree in a relevant field, or an equivalent combination of education and experience
- Excellent coaching, counseling and negotiations skills
- Excellent interpersonal skills
- Excellent written and verbal communications skills
- Proficient in Microsoft Office
- Basic knowledge of accounting is a plus
- Strong work ethic, positive attitude and leadership qualities with the ability to multitask and set priorities
- Ability to work in a fast paced environment
- Committed to life time learning as needed to maintain skill levels within the changing technology environment.
- Acquires and applies an understanding of professional and ethical responsibilities.