

Office Coordinator-Job Posting

Office Coordinator Job Summary

Greater Greenville is currently seeking an organized, personable, and detail-oriented office coordinator to join our organization. The successful candidate will coordinate various office tasks and functions to ensure office operations run smoothly at all times. Tasks include, but are not limited to, front desk management, answering phones, maintaining office supplies, and scheduling meetings and appointments.

Office Coordinator Job Duties and Responsibilities:

- Welcome clients and visitors to the office and assist them as needed.
- Perform various clerical tasks as needed (file papers, organize supplies, etc.).
- Take meeting notes and transcribe into email, document or spreadsheet form.
- Prepare and send faxes.
- Answer phones and route calls to appropriate persons.
- Take and deliver phone messages.
- Manage, sort, and dispense incoming mail and faxes.
- Prepare outgoing mail, faxes and packages.
- Maintain staff and company calendars.
- Set appointments, meetings, and conference calls.
- Reserve conference spaces for meetings.
- Notify and remind all parties of upcoming events, lunches, meetings etc.
- Suggest changes to office task workflow in order to improve efficiency.
- Maintain an organized work space at all times.
- Clean and tidy public office spaces.
- Frequently check office supply stock; reorder supplies when needed.
- Track orders and maintain vendor relationships.
- Attend company meetings and take notes, keep minutes, etc.
- Train and assign tasks to new office clerks or interns.
- Report any updates or pertinent issues that need addressing to the office manager.
- Uphold and carry out company office policies and procedures.

Office Coordinator Requirements and Qualifications

- High school diploma or GED equivalent required.

- Associate's degree in office administration, management or related field preferred.
- 2+ years working in office admin or hospitality management preferred.
- Computer literate and proficient using Microsoft Suite.
- Experience using office machinery (fax, printer, copier, phone systems etc.).
- Excellent customer service skills.
- Organized and detail-oriented.
- Outstanding communicator both verbally and written.

Application Deadline: Until position is filled

To apply for this position, please send a cover letter and resume to Daniel Boggs, Chief Executive Officer, 504 Central Street, Greenville, MS 38701 or daniel@greatergreenville.org. Please quote "Office Coordinator" in the subject line of your email. We thank all applicants in advance. Only those selected for an interview will be contacted.