



## Office Coordinator

**Employment Status:** Full-Time (not exempt)

**Reports to:** HR – currently Kirsten Neumann

**Direct Reports:** None

### **Core Duties and Responsibilities:**

- Manage receptionist area, including greeting visitors and responding to telephone and in-person requests for information.
- Maintain calendar and provide related support for Owner. Help schedule meetings/events. Get required signature from him when needed.
- Coordinate conference rooms for meetings as requested by the team. This may include: light cleaning, setting up materials, making coffee and purchasing lunches as needed.
- Perform light cleaning in the office kitchen and guest waiting area.
- Order and maintain office supplies.
- Responsible for incoming and outgoing mail.
- Submit service tickets to IT Contractors, printer company, phone system, and internet provider when needed.
- Communicate with building management when in need of more validation tickets.
- Set up Couriers and Fed-Ex shipments as requested.
- Contact building with maintenance requests.
- Assist HR with new employee set-up. Update phone list and phone tree, order business cards, help set up office space and computer and other miscellaneous tasks.
- Upon acquisition or disposition of a property notify the utility companies of ownership transfer.
- Help with getting utility bills approved, entered into Quickbooks and paid.
- Make warranty manuals once properties are ready to close.
- Enter PO's into BuilderTrend.

\*This position description is intended to describe the general nature and level of work being performed by person assigned to this position. It is not intended to be an entire list of all activities, tasks, and skills required of the person in the position.

- Assist Sales Manager with various needs. Order cookies and supplies.
- Assist Sales Manager and Project Manager with scheduling warranty work and entering data into BuilderTrend.
- Help schedule and plan office team events. Happy hours, birthday celebrations, company picnics or holiday parties, etc.
- Help with miscellaneous projects that come up. Make copies, scan documents, organize binders and/or filers.
- Collect vendor COIs and W9 from vendor working on homes.
- Perform credit card entries and reconciliations in QuickBooks.
- Perform all other duties as assigned.

The hours for this position are Monday – Friday from 8am – 5pm.

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