

CLIENT OVERVIEW

The client is an innovator in the investment, development and management of industrial real estate and multimodal transportation infrastructure for government and private sector projects.

POSITION SUMMARY

The Office Coordinator will oversee the office space and provide support to all departments within the organization on various tasks. The person in the role will assist in ensuring the office is in operating order and will provide process related problem solving as issues arise.

ESSENTIAL DUTIES

- Provides exceptional client service to internal and external clients.
- Assists the Director of Administrative & Office Services with space planning, moves and relocations for all offices; Ability to travel to regional offices as needed
- Oversees the copier vendor relationship including contacting vendor for repair issues or scheduling routine maintenance, ordering supplies for all machines.
- Orders all office supplies and other equipment for fax machines, plotters, etc.
- Performs office opening duties and associated tasks, including the switchboard.
- Provides relief for the Receptionist for breaks and lunch as needed.
- Oversees the fitness center including ordering new equipment and scheduling preventive maintenance appointments.
- Schedules miscellaneous cleaning/repairs for entire office; inspects cleanliness of office.
- Sorts and delivers mail to all associates.
- Maintains stamp machine, copiers and fax machines.
- Serves as liaison to all departments for records related tasks including identifying opportunities to reduce physical storage, creating creative solutions for storing and maintaining key documents and overseeing destruction of documents process as needed.
- Pursues self-development training as directed by the Administrative Services Director.
- Complies with all company processes and procedures.
- Completes other duties as assigned by the Director of Administrative & Office Services.

- REQUIREMENTS**
- Bachelor's degree preferred.
 - 2-3 years of experience as an office assistant, demonstrating superior:
 - Initiative and commitment to excellence
 - Sound judgment
 - Strong written and oral communication skills
 - Excellent organizational skills and the ability to handle multiple tasks
 - Ability to build strong and collaborative relationships
 - Absolute integrity
 - Strong working knowledge of Microsoft Office software products
 - Flexible with regard to work schedule
 - Ability to provide high level client service during stressful and high volume; Ability to work well under pressure.
 - Is physically capable of lifting objects weighing 20 pounds or more

- ADDITIONAL INFORMATION**
- The client is an equal opportunity and affirmative action employer (F/M/Disability/Vet/Sexual Orientation/Gender Identity).
 - Qualified candidates will be contacted regarding next steps in the recruiting process.
 - Employees are offered a competitive compensation package which includes an annual target bonus, medical, dental, and vision insurance, 401(k) and more.
 - Relocation assistance is not available for this position.