



Position Description

Title:	Office Coordinator
Reports to:	SVP, Creative and Office Services

Purpose of position:

Assist firm employees with a variety of administrative and office management functions.

Relationships:

Employees, Vendors, Clients

Essential Duties and Responsibilities:

1. Support all firm employees with various administrative tasks and project work.
2. Assist Employee Benefits Consultants with client projects including creating spreadsheets, analyzing data, binding materials, preparing client correspondence and maintaining client files.
3. Keep company client database up to date; periodically review content and update as necessary with Account Management team.
4. Under the guidance of the Creative Director, provide professional, accurate and timely document production and desktop publishing services for clients and internal communication pieces.
5. Order office supplies proactively. Keep supplies stocked and organized at all times. Drive to pick up various office needs on a regular basis.
6. Manage firm licensing for the firm and employees in multiple states. Ensure all licenses are current for employees.
7. Responsible for office presentation; manage appearance of the front desk, kitchen and office supply/copy room. Ensure all areas look neat and professional.
8. Manage all shipping activities for the firm including the postage meter and overnight mail. Pick up mail once daily and route incoming mail to all employees.
9. Act as liaison with building management. Attend building safety and informational meetings. Act as point person with any firm tenants; help tenants set up office space and troubleshoot any tenant issues.
10. Maintain email distribution lists for firm newsletters and client services. Add new clients to all databases.
11. Provide administrative support as needed to firm President and EVPs including managing schedule, arranging travel, organizing files, and assisting with various projects.

12. Provide general office management with vendors and other partners doing business with the firm. Build strong relationships with vendors and communicate with employees when vendor visits take place.
13. Organize monthly firm meeting including taking notes/action items and distributing notes. Organize periodic firm events including Client Advisory Board, Client Seminars and firm gatherings.
14. Assist with the planning of various office events including preparation, set up and clean up for events.
15. Act as point of contact/backup for all firm employees. Facilitate client calls by directing them to the appropriate person when a primary contact is out.

Position Requirements (knowledge, skills and abilities required to perform satisfactorily in the position):

- College degree preferred; high school diploma required.
- At least two years of experience working in a business setting.
- Must have proficient typing skills.
- Strong attention to detail and follow through required.
- Superior client service skills, internally and externally.
- Expert knowledge of Microsoft Office including Word, PowerPoint and Excel.
- Intermediate knowledge of Adobe software including Acrobat, Photoshop and Illustrator.
- Strong organizational skills.
- Ability to multi-task and handle multiple projects with deadlines at the same time.
- Ability to work quickly and accurately.
- Ability to work as a team member and display positive behaviors.
- Ability to be flexible and work on a variety of projects.
- Resourcefulness; ability to think ahead.
- Willingness to do whatever it takes to get the job done.
- Regular and reliable attendance.

Physical Demands:

- Position requires sitting at a desk working on a computer for at least 2/3 of time.
- Position requires minimal lifting up to 20 lbs.
- Position requires the ability to drive locally and pick up office needs weekly.
- Position requires the ability to transport items from car to the office using office dolly and elevators to transport items.
- Position requires proficiency in English and grammar usage skills.

By my signature below, I acknowledge that I understand the accountabilities of the role and that my performance will be evaluated based on my success in achieving the goals set out in the position. I also acknowledge that my job description may change due to changing company needs or environment and that my accountabilities may be changed or added to during the course of my employment.

Employee Name

Date