

Job Description



Job Title: Office and Administrative Coordinator
Reports To: Manager, Administrative Operations
Department: G&A
Work Location: Maryland
FLSA Status: Non- Exempt
Revision Date: September 7, 2022

Job Summary:

The Office and Administrative Coordinator is responsible for the activities associated with the daily operation of the office, including, but not limited to: ordering office and kitchen supplies, obtaining resolution on specific issues related to facility and office equipment and organizing specific social activities. This individual will work on a variety of administrative tasks. This individual works under supervision.

Job Responsibilities:

- Provides administrative support to include: editing, scanning, copying and filing, maintaining our virtual dataroom, ordering business cards, maintaining internal phone directory and performs other administrative activities
- Coordinates the Corporate Calendar, as well as scheduling reoccurring meetings, conference calls, and special events
- Participates in the new hire process by initiating the New Hire Form to include email account, computer requirements, special IT requests. Ensures that new employee's office/cubicle is set up to include IT equipment and office supplies
- Creates and tracks personalized door entry access key fobs.
- Coordinates service providers for general office needs such as office and café supplies. Interacts with third party for office equipment maintenance and supplies. Orders and tracks company cell phones
- May arrange internal and external meetings for executive and senior team members
- Produces and edits accurate, properly formatted documents, PowerPoint projects and reports under normally tight time constraints for various departments
- May prepare expenses reports for senior and executive team members

- Organizes and plans site social functions for employees, including set-up and clean-up
- Tracks and maintains Company and employee memberships (i.e., associations, etc.)
- Complies with all applicable policies regarding health, safety, and the environment

Job Qualifications:

- AA degree and a minimum of 3-5 years of administrative experience; or equivalent
- Ability to exercise considerable discretion, judgment, tact, and diplomacy and maintains confidentiality
- Demonstrated skills in MSOffice [Outlook, Word, PowerPoint, and Excel]
- Customer oriented with the proven ability to quickly establish rapport with diverse individuals and respond professionally and quickly to the needs of internal customers
- Strong communication skills; verbal, listening, and writing
- Highly organized, detail oriented, ability to multi-task and shift priorities
- Strong problem solving and time management skills
- Ability to interface with a very broad range of internal and external individuals and teams
- Flexible and has a “can-do” attitude