

Administrative Coordinator

Full-Time

8:30-5:30 Mon-Fri

An ideal candidate would be energetic, detail oriented, focused, and adaptable

Responsibilities

- Scheduling new staff for initial HR paperwork
- Benefit enrollment coordination
- Resume screening, organizing, and distributing to appropriate staff
- Purchasing materials and supplies for organization
- Inventory of museum materials and contents
- Maintain company vehicles records and schedules
- Provide assistant with ticketing/scheduling software to staff; Create web links for various programs
- Provide IT assistance; lead contact for managed IT contract; Create email profiles for new staff
- Lead contact for telecommunication contracts;
- Administrative/Project management support to CFO, Finance Manager, and Senior leadership team

Qualifications

- Ability to work proactively and independently
- Ability to make sound decisions under deadlines, manage time, and plan and prioritize projects and workload
- Ability to multi task, learn quick, and adapt

Requirements

- High school diploma/GED; with a minimum of 12 college credit hours of accounting/finance/business or equivalent professional experience
- Strong technical skills including MS Office products, general use of a computer, and other office equipment
- Strong communication/phone skills with ability to handle high call volume while maintaining high level of professionalism and customer service

Key Competencies

- Verbal and written communication skills
- Professional personal presentation
- Customer service orientation
- Information management
- Attention to detail
- Initiative
- Reliability

Full time positions are offered a benefits package that includes health insurance, LTD, Paid time off, and Life Insurance.