Office Coordinator Job Description



OFFICE COORDINATOR RESPONSIBILITIES INCLUDE:

- Following office workflow procedures to ensure maximum efficiency
- Maintaining files and records with effective filing systems
- Supporting other teams with various administrative tasks

JOB BRIEF

We are looking for a skilled **Office Coordinator** to undertake a variety of day-to-day office and clerical tasks. You will be an integral part in ensuring that our office operations run smoothly and are successful in supporting other business activities.

An excellent office coordinator is, above all, an organized and competent professional with phenomenal communication skills. You will be comfortable dealing with people and able to carry out administrative duties with accuracy and speed.

The goal is to ensure that office operations are efficient and add maximum value to the organization.

RESPONSIBILITIES

- Follow office workflow procedures to ensure maximum efficiency
- Maintain files and records with effective filing systems
- Support other teams with various administrative tasks (redirecting calls, disseminating correspondence, scheduling meetings etc.)
- Greet and assist visitors when they arrive at the office
- Monitor office expenditures and handle all office contracts (rent, service etc.)
- Perform basic bookkeeping activities and update the accounting system
- Deal with customer complaints or issues
- Monitor office supplies inventory and place orders
- Assist in vendor relationship management

REQUIREMENTS

- Proven experience as office coordinator or in a similar role
- Experience in customer service will be a plus
- Knowledge of basic bookkeeping principles and office management systems and procedures

- Outstanding knowledge of MS Office, “back-office” and accounting software
- Working knowledge of office equipment (e.g. optical scanner)
- Excellent communication and interpersonal skills
- Organized with the ability to prioritize and multi-task
- Reliable with patience and professionalism
- Associate’s/College degree; BSc/Ba in business administration or relevant field is a plus

SOURCE: https://resources.workable.com/office-coordinator-job-description