



Position Title: Office Coordinator

Job Summary:

Under the direction of the Operations Manager, the Office Coordinator will provide the necessary support to the operations, office sales, and finance team. The successful candidate will become the point of reference for colleagues and clients alike, by keeping schedules and providing feedback, documentation and information. The goal is to facilitate the team's activities so as to maximize their performance and the solid and long-lasting development of the company.

Key Job Elements:

- Coordinate sales team by managing schedules, filing important documents and communicating relevant information.
- Oversee and control of material & equipment inventory to ensure for accuracy.
- Ensure the adequacy of sales-related equipment or material.
- Assist staff with deliveries. Ensure checking of the inventory.
- Oversees completion and collection of benefit request forms of staff members.
- Ability to process bi-weekly hourly union associates using ADP EV5 payroll system.
- Attention to detail.
- Familiar with use of Excel & able to create Excel spreadsheets using formulas.
- Order material and supplies when needed.
- Respond to complaints from customers and give after-sales support when requested.
- Store and sort financial and non-financial data in electronic form and present reports.
- Handle the processing of all orders with accuracy and timeliness.
- Inform clients of unforeseen delays or problems.
- Excellent verbal and written communication skills.
- Monitor the team's progress, identify shortcomings and propose improvements.
- Assist in the preparation and organizing of promotional material or events.
- Ensure adherence to laws and policies.
- Assists newer employees with acclimation to the center and provides on the job demonstrations and coaching.
- Additional duties and tasks as assigned.

Qualifications:

- Education – High school diploma or equivalent; Minimum of Associates degree.
- Experience – Three (3) years proven experience in sales as a sales coordinator or in other administrative positions will be considered a plus; customer service experience in an office setting or the equivalent. Experience in the hospitality industry is a plus.
- Skills – Good computer skills; well-organized and responsible with an aptitude in problem-solving.
- Knowledge – of the methods, tools, materials and equipment used, applicable safety codes and regulations.
- Communication Skills – Good oral, written and listening skills; pays close attention to details.
- Customer Focus – Dedicated to meeting the expectations and requirements of internal and external customers; establishes and maintains effective relationships while gaining their trust and respect. A team player with a high level of dedication.
- Organizational Skills – Uses resources and time effectively and efficiently.
- Problem Solving – Solves problems with effective solutions.
- Teamwork – Creates strong morale and spirit within the team; deals effectively and tactfully with departmental personnel and the public.

TO APPLY:

Please go to the website listed below:

<https://recruiting.adp.com/srccar/public/RTI.home?c=1152751&d=ExternalCareerSite&r=5000474355806#/>

No Phone Calls

This position offers a competitive salary and benefit package.

TCF Center/ASM Global is an Equal Opportunity/Affirmative Action Employer, and encourages Women, Minorities, Individuals with Disabilities, and Protected Veterans to apply. VEVRAA Federal Contractor.