Title: Office Coordinator
Exempt Status: Non-exempt
Position Status: Full-time

Performance Expectations:

We are looking for a responsible person to perform a variety of administrative and clerical tasks. This person must be able to present a positive, pleasant, and professional team-player attitude while multi-tasking, being detail-oriented and organized, and having strong communication and interpersonal skills. This person will assist operations and process improvements while maintaining a sense of urgency on assigned priorities.

In the performance of daily duties all co-workers are expected to conform to the following:

- Exhibit daily Affinis values of balance, collaboration, excellence, servant leadership, and trustworthiness
- Interact professionally with co-workers, clients, and colleagues, always striving to find ways to make their lives easier

Responsibilities/Duties/Functions/Tasks

- Serve as initial contact for office visitors.
- Answer and handle incoming phone calls.
- Provide administrative support to co-workers (e.g., document preparation, courier, meeting or conference registration, rental cars, travel arrangements) in a timely, accurate manner, and according to requirements
- Maintain inventory and order office supplies; manage vendor relationships
- Collect and file project management and accounting documents on a weekly basis
- Sort and deliver incoming mail daily; prepare outgoing mail for pickup daily
- Prepare space, equipment, and supplies for new co-workers before the new co-worker reports for first day of employment
- Coordinate and manage mobile phone and tablet purchases, replacements, and support with telecommunications vendor
- Assist project teams with client letters, and other duties as requested
- Assist accounting with bank deposits, credit card reconciliation, and other duties as requested
- Assist human resources with personnel files, applicant tracking, handbook updates, and other duties as requested
- Assist marketing coordinator with social media plan and implementation, and other duties as requested

Qualifications, Education & Experience

- Must have a HS diploma or GED. Preferred bachelor's degree in related field. Working knowledge of office administrative functions. Extensive working knowledge of MS Office suite, particularly Word, Excel, and PowerPoint, as well as Adobe Acrobat suite. Experience with Deltek software a plus. Excellent writing and editing skills.
- Related work experience, particularly in an engineering or technical environment a plus.

Work Requirements

- Monday through Friday, 8:00 a.m. to 5:00 p.m.
- This position could require additional work outside of these hours as necessary to fulfill the position requirements.

Competitive salary and comprehensive benefits. For consideration send resume with salary requirements to recruiting@affinis.us**.**

Affinis Corp provides equal employment opportunities to all co-workers and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws.

This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation and training.