



Position Description & Requirements

Position/Title: Office Coordinator

Department: Administration

Required Time Commitment: Full Time

Job Summary:

The Office Coordinator will organize and coordinate office administration and procedures, in order to ensure organizational effectiveness, efficiency and safety. The Office Coordinator is responsible for developing intraoffice protocols, streamlining administrative procedures and inventory control.

Essential Responsibilities/Job Functions:

- Manages and maintains current record keeping for Parking and Datawatch badges
- Responsible for ordering business cards and stationery
- Responsible for maintaining Departments' supplies: paper, ink, toner, notepads, sticky notes, Postage machine ink, FedEx supplies, etc.
- Communicate with building management and be the point person for maintenance, repairs, mailing, shipping, supplies and errands
- Responsible for organizing office operations and procedures and managing relationships with vendors, service providers and deliveries
- Must participate in Hurricane Readiness Team
- Provides assistance with corporate events and meetings as an Events Committee member
- Provides general support to employees and visitors
- Manages internal and GRM Storage
- Cross trains in backup reception coverage
- Performs other assigned duties and special projects on an as needed basis

Required Skills & Qualifications:

- Minimum High School Diploma
- Strong communication skills, both written and verbal
- Proficient in MS Office and Excel
- Excellent customer service/phone skills and professionalism
- Proven office management or administrative experience. Knowledge of office management responsibilities and procedures
- Excellent time management responsibilities and procedures
- Strong organizational and planning skills
- Excellent oral communication and interpersonal skills (bilingual)
- Ability to problem solve and be innovative

How to Apply:

If you are interested in this position, please send your resume to Caroline Blanco at cblanco@femwell.com

Please be sure to include the following in your e-mail:

- The title of the position you are applying for in the subject line
- The date at which you are available to start
- Your salary requirement
- Your contact information

Once your e-mail is received someone will contact you regarding an interview.

Please note that submitting your resume does not guarantee an interview or position placement.