

OFFICE COORDINATOR

The Office Coordinator is responsible for overseeing the general administrative function and daily operations of the office.

DUTIES/RESPONSIBILITIES:

- Maintain and update circulation database, run specials, and customer service.
- Provides clerical support such as answering phones, sorting and distributing mail, and preparing documents.
- Responsible for petty cash fund.
- Maintains inventory of office supplies
- Books classified ads and legals.
- Performs other related duties as assigned.

EDUCATION AND EXPERIENCE:

- High school diploma or equivalent required; Associate degree in office administration or related field preferred.

REQUIRED SKILLS/ABILITIES:

- Excellent verbal and written communication skills.
- Strong interpersonal and customer service skills.
- Exceptional organizational skills and attention to detail.
- Effective time management skills with a proven ability to meet deadlines.
- Proficient with Microsoft Office Suite or related software.

PHYSICAL REQUIREMENTS:

- Prolonged periods sitting at a desk and working on a computer.
- Must be able to lift up to 15 pounds.

WAGE RANGE: \$13.50 - \$15.00

We offer a comprehensive benefits package including: health, dental, vision, 401(k) with match, paid vacations, paid sick time, and much more!

Interested candidates can email resumes to:
jpeters@iafalls.com

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