

ADMINISTRATIVE COORDINATOR

Full Time | On-Site

WHAT WE'RE LOOKING FOR...

The Administrative Coordinator at West Edge we are seeking is highly organized and detail-oriented. The ideal candidate will provide essential support to the day-to-day operations of the office, ensuring smooth and efficient processes. The Admin Coordinator will be responsible for managing schedules, coordinating meetings, maintaining office supplies, and providing general administrative assistance to various departments.

WHAT DOES AN ADMIN COORDINATOR DO?

- Administrative Support:** Provide daily administrative support to leadership and team members. Manage calendars, schedule meetings, and organize travel arrangements.
- Communication:** Serve as a point of contact for internal and external communications. Respond to emails, phone calls, and inquiries promptly and professionally.
- Document Management:** Organize, maintain, and update files, records, and other essential documents. Ensure accuracy and confidentiality of sensitive information.
- Office Management:** Oversee office supplies and ensure the workplace is well-stocked and organized. Coordinate maintenance and other office-related services.
- Event Coordination:** Assist in the planning and coordination of company events, meetings, and conferences.
- Data Entry & Reporting:** Enter and maintain data in various software tools or spreadsheets. Prepare basic reports and assist with creating presentations as needed.
- Task Coordination:** Monitor and follow up on pending tasks and projects to ensure deadlines are met. Provide support for team members as necessary.
- Process Improvement:** Identify opportunities for improved efficiency in office operations and suggest solutions to streamline tasks.

EXPERIENCE

- Proven 3-5 years experience in administrative support or office management.
- Excellent organizational skills and attention to detail.
- Strong written and verbal communication abilities.
- Proficiency in Google Suite or similar tools.
- Ability to multitask, prioritize, and manage time effectively.
- Problem-solving skills and a proactive approach to handling tasks.
- A positive attitude and willingness to collaborate with various departments.
- Experience with project management software or other collaboration tools.
- Previous experience in event planning or coordination.
- Knowledge of basic bookkeeping or budgeting is a plus.

