

Administrative Coordinator Job Purpose: Supports company operations by coordinating & maintaining work load & office systems necessary to assist Builders Exchange in planroom services and other administrative tasks.

Duties:

- Completes operational requirements with receiving incoming blueprint orders & printing as needed; following up on work results.
- Print all requested print orders in a timely fashion (plans, specs, addenda, etc)
- Fill out print order request forms
- Ensure proper plan delivery/pick-up, checking plans, checking member signature & payment form
- Process shipping of plans as requested
- Alphabetize print orders for accounting every Friday
- Collecting and digitizing planroom projects and specifications for addition to website
- Convert electronic plans using Adobe & Universal Document Converter printer
- Name plans and upload plans to server using specified computer programs
- Maintains operations by following policies and procedures; reporting changes as needed
- Represents Builders Exchange by welcoming visitors, reviewing correspondence; arranging company dinners and other corporate functions; answering questions and meeting requests directed by leadership.
- Directly communicates with management team & other Exchanges by reviewing and analyzing special reports; summarizing information; identifying trends.
- Manage registrations for any Builders Exchange or related association events; attend events as needed
- Prepare board meeting packets and set up for all board meetings, maintain contact /Email board meeting reminders and maintain rsvp list for all associations.
- Order meals for office meetings and events as needed
- Answer phone/member questions via email/telephone
- Maintain appearance and supplies in all conference rooms
- Complete office ordering supply sheet on a regular basis
- Sort mail / UPS / FedEx and all other deliveries and deliver to appropriate people
- Assist/support staff & member walk-ins via phone and email
- Contributes to team effort by accomplishing related results
- Backup to other office staff as assigned
- Other tasks & duties as assigned

Skills/Qualifications:

- Sense of Urgency
- Attention to Details
- Ability to Manage Multiple Assignments
- Following Standards Promoting Process Improvement
- Communication & Informing Others
- Prioritizing & Managing Processes

- Desire to work independently
- Reporting Skills & Data Entry

Desirable Knowledge:

- Strong PC skills i.e. Word, Excel, MS Outlook, Adobe, Web Application etc.
- Detailed oriented with ability to analyze reports
- Proven ability to effectively prioritize work flow
- Excellent interpersonal, written and oral communication skills
- Ability to exercise good judgment, show initiative, be proactive and intuitive
- High standards of ethics and confidentiality to handle sensitive information
- Capable of working under pressure to meet deadlines with accuracy

Experience:

- Associates Degree or equivalent combination of education & experience
- 2-5 years in an administrative position

If hired, proof of a COVID-19 vaccine, or an approved religious/medical exemption is required before starting work. Employees who have a vaccine exemption are required to wear masks and social distance while in the office or at company functions.

Send resumes to kim@robex.com