



# Office Coordinator

## Job Brief

The Office Coordinator is responsible for organization and coordination of the day-to-day business operations. They are also responsible for ensuring the business is represented and promoted in a positive manner that attracts and retains clientele.

## Responsibilities

- Maintaining accurate income and expense records
- Invoicing and collecting payment
- Scheduling jobs and rescheduling as necessary
- Communicating with customers frequently
- Monitoring incoming communications and responding timely
- Generating and delivering formal estimates
- Maintaining social media presence and website
- Running errands as needed for business purposes
- Generating and following through on leads
- Researching industry and job specific data
- Tracking usage and maintenance of equipment
- Maintaining accurate and detailed records
- Performing other tasks as requested

## Requirements

- Experience in customer service
- Knowledge of basic bookkeeping principles
- Ability to learn and use various programs and systems
- Excellent communication and interpersonal skills
- Organized with the ability to prioritize and multi-task
- Reliable with patience and professionalism
- Ability to adjust quickly and critically/strategically problem solve