

# EDGE MANAGEMENT

## Admin Coordinator – job description

Welcome to EDGE Management, where we're not just a team, we're trailblazers reshaping the landscape of third-party services. As pioneers in specialized back-office operations, we cater to facilities maintenance and real estate clients across the United States, redefining the standard for operational efficiency. We are currently looking for an Admin Coordinator to join our vibrant team in our state-of-the-art offices in Zouk Mosbeh, Kesserwan.

As Admin Coordinator, you will be ensuring seamless operations of our back-end systems through data entry and invoice generating, as well as providing executive support to the leadership team.

### Responsibilities:

- Data entry: Keep our main system up-to-date with data received by email, follow-up with the team members to ensure work order information (photos, signoffs) are uploaded
- Invoicing: Generate invoices with all completion documents for finalized work orders daily (both on our accounting systems and on client portals). Create daily summary reports.
- Executive support: Support the leadership team with extra responsibilities such as email drafting & inbox management, collection calls, Payments, Accounting, tax and other data cleaning and reconciliation

### Core Competencies:

- Fluent in English
- Highly attentive to details
- Service-oriented
- Coachable and growth-oriented team player
- Familiar MS Excel, Word, and PowerPoint