

Office Coordinator

As an office coordinator, you'll be responsible for the organization and coordination of office operations, procedures and resources to facilitate organizational effectiveness and efficiency.

Main Job Tasks and Responsibilities

- Greet visitors
- Answer three-line phone system
- organize orientation and training of new staff members on phones and office equipment
- point of contact person for IT issues; phone issues; office equipment
- ensures operation of equipment by completing preventive maintenance requirements; calling for repairs; maintaining equipment inventories. This would include, but not limited to, the telephone, copy machine, computer technology and door lock security.
- design and implement filing systems
- ensure filing systems are maintained and current
- establish and monitor procedures for record keeping
- ensure security, integrity and confidentiality of data
- prepare schedules to ensure efficiency (staff meetings; staff member schedules; events utilizing our facilities; Board of Review; etc.)
- monitor and maintain office supplies inventory
- handle customer inquiries; redirecting unable to answer questions to appropriate department.
- maintain a safe and secure working environment
- maintains professional and technical knowledge by attending educational workshops; reviewing professional publications
- provide assistance to ES Chief as needed
- update/maintain township website & social media sites
- review of township board minutes; create check list of action items from minutes & follow through to completion
- assistance with cemetery database
- become bonded for Notary services
- assist various departments with mailings
- assist in daily housekeeping needs of facility
- TAPP membership maintenance (mailings, enter into MR system, revise TAPP contract and privacy policy)
- Assist with purchase orders & accounts payable related to Emergency Services
- Responsible for data entry of hours into payroll system

- Maintain billing records and be the person in charge of reviewing Emergency Services records per Township retention schedule
- Maintain employee records, vacation requests, and personal time for ES.
- Fire billing and miscellaneous receivable ambulance billing (ie: Body removal, stand-bys, etc.) and collections of EMS Academy and Fire Academy classes.
- Coordinate Red Cross Blood Drives
- Code ES bills and contact vendors as needed for clarification. Obtain proper approvals prior to sending payment to vendors
- Create Uniform Allowance Database and update spreadsheet when allowances are utilized
- TTES training: Bill attendees for participant charges
- Track of all ES certifications

Education and Experience

- high school diploma with a number of years administrative and supervisory experience
- knowledge of accounting, data and administrative management practices and procedures
- knowledge of clerical practices and procedures
- computer skills and knowledge of Microsoft Office

Key Competencies

- strong communication skills
- professional telephone etiquette
- proper care of office equipment
- judgment and problem solving
- decision making
- planning and organizing
- work and time management
- attention to detail and high level of accuracy
- information gathering and monitoring
- a working knowledge of IT operating systems, particularly Windows
- Hands on experience of installing IT hardware and software
- Administrative writing skills
- Microsoft Office skills
- initiative
- integrity
- adaptability
- teamwork and collaboration

