

JOB TITLE	Administrative Coordinator	LOCATION	Anchorage
TYPE OF POSITION	Full-Time	SCHEDULE	M-Th, 8:00 am - 5:00 pm Fri, 8:00 am - 2:00 pm
FLSA STATUS	Non-exempt	REPORTS TO	CEO
SUPERVISES	N/A	DATE POSTED	06/13/23

JOB SUMMARY

We are currently seeking an organized and detail-oriented Administrative Coordinator to join our team. As the Administrative Coordinator, you will play a vital role in ensuring the smooth and efficient operation of our office. Your exceptional organizational and communication skills, along with your ability to multitask and prioritize, will be essential in providing support to our senior team members and maintaining a productive work environment.

ESSENTIAL FUNCTIONS:

Provide administrative support: Assist in managing the day-to-day operations of the office, including managing phone calls, emails, and correspondence. Prepare and edit documents, reports, and presentations. Schedule appointments, meetings, and travel arrangements.

Coordinate office activities: Maintain office supplies and equipment, ensuring their availability and functionality. Manage office calendars and ensure timely completion of tasks and deadlines. Assist in organizing company events, conferences, and meetings.

Data management: Maintain accurate and up-to-date records, databases, and files. Ensure the confidentiality and security of sensitive information. Retrieve and analyze data as required and generate reports when needed.

Communication and collaboration: Serve as a liaison between various departments, clients, and external stakeholders. Facilitate effective communication by distributing information and materials. Coordinate and disseminate important updates and announcements.

Office organization: Maintain a clean and organized office environment. Develop and implement efficient office procedures. Identify areas for improvement and suggest solutions to enhance productivity.

REQUIRED SKILLS:

Proven experience: Minimum of five (5) years of experience as an administrative coordinator or in a similar role, demonstrating a track record of success in managing administrative tasks and supporting a team.



Excellent organizational skills: Ability to prioritize tasks, meet deadlines, and manage multiple projects simultaneously. Meticulous attention to detail and strong problem-solving abilities.

Strong communication skills: Proficient verbal and written communication skills. Ability to effectively interact with team members, clients, and external stakeholders in a professional manner.

Tech-savviness: Proficiency in using office software, such as MS Office (Word, Excel, PowerPoint), email and calendar management tools, and document management systems. Familiarity with data entry and record-keeping. Mac Systems knowledge.

Adaptability and flexibility: Ability to work in a fast-paced environment, adapt to changing priorities, and handle unexpected situations with poise and professionalism.

Confidentiality: Demonstrated discretion in handling sensitive and confidential information.

Team player: Collaborative mindset with the ability to work effectively in a team-oriented environment. Willingness to provide support and assist colleagues as needed.

Bachelor's degree in business administration or a related field is preferred, but not required.

PREFERRED QUALIFICATIONS:

- Experience and understanding of rural Alaska communities.
- Experience with creating, monitoring, and responding to content on social media platforms (e.g., Facebook, Instagram, LinkedIn, etc.).
- Experience with email marketing platforms (e.g., MailChimp, Constant Contact, etc.).
- Basic IT knowledge for troubleshooting Mac issues, PC issues, copier issues, and updating software.

EDUCATION AND EXPERIENCE:

- High school diploma or GED.
- A minimum of five (5) years general administrative office experience.
- A minimum of three (3) years' experience providing customer service.

WORKING ENVIRONMENT:

The majority of work is performed in a professional office setting with a wide variety of people with differing functions, personalities and abilities.

PHYSICAL DEMANDS: The work is generally sedentary, requiring routine walking, standing, bending, and carrying items weighing less than forty pounds. [Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions].



REASONABLE ACCOMMODATION: It is our practice to provide reasonable accommodations, according to applicable state and federal laws, to all qualified individuals with physical or mental disabilities.

This job description in no way states or implies that these are the only duties to be performed by the employee(s) incumbent in this position. Employee(s) will be required to follow any other job-related instructions and to perform any other job-related duties requested by any person authorized to give instructions or assignments.

We offer a competitive salary and benefits package, a positive work environment, and opportunities for professional growth and development. If you are a motivated self-starter who thrives in a dynamic and challenging role, we encourage you to apply.

Benefits include medical, dental, vision, matching 401K, generous holidays, PTO, Aflac, parking, and a 37-hour work week with pay for 40 hours (Monday - Thursday 8:00 am - 5:00 pm, Friday 8:00 am - 2:00 pm and Friday 8:00 am - Noon during the summer months).