

ADMINISTRATIVE COORDINATOR

PART-TIME | NON-EXEMPT
ANCHORAGE ALASKA

JOB SUMMARY

We are currently seeking an organized and detail-oriented Administrative Coordinator to join our team. This is a part-time position with a flexible schedule up to 20 hours per week.

ESSENTIAL FUNCTIONS:

Provide administrative support: Assist in managing the day-to-day operations of the office, including managing phone calls and mail.

Data management: Maintain accurate and current records, create files and maintain file databases. Ensure the confidentiality and security of information.

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. Identify areas for improvement and suggest productivity solutions.

REQUIRED SKILLS:

- Proven experience: Minimum of three (3) years of experience in administrative support, demonstrating a track record of success in record keeping and professional communication.
- Excellent organizational skills: Ability to prioritize tasks and meet deadlines.
- Strong communication skills: Proficient verbal and written communication skills. Ability to effectively interact with team members, clients, and external stakeholders professionally.
- Tech-savviness: Proficiency in using office software: MS Office (Word, Excel, PowerPoint), email and calendar management tools, and document and mail merge management systems. Familiarity with data entry and record-keeping.
- 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.
- Consistent and dependable attendance and reliable transportation required.

PREFERRED QUALIFICATIONS:

- Experience with file management and Microsoft Office Suites programs.
- Mac Systems knowledge.

EDUCATION AND EXPERIENCE:

- High school diploma or GED.
- A minimum of three (3) years general administrative office experience.

WORKING ENVIRONMENT:

The 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 positive work environment, and opportunities for professional growth and development. If you are a motivated self-starter who thrives in a dynamic setting, we encourage you to apply.