



Office Coordinator (Front Desk Administrative Assistant)

Virginia Beach Community Development Corporation is seeking an Office Coordinator. The person in this role is responsible for greeting, screening and directing of visitors at our Corporate Office as well as assisting with daily office and general administrative tasks. This role serves as the primary staff support for office and technical needs as well as ensuring a positive customer service experience for clients and vendors.

Working hours: 8:00 AM - 5:00 PM. Not eligible for remote work.

Primary Duties and Responsibilities

- Greets visitors, directs inquires as appropriate
- Manages general office email and calendar accounts
- Provides office administrative and technical support to staff and vendors
- Manages day to day office equipment (printers, door control/alarm system, key checkout etc.)
- Downloads and scans documents, creates files
- Prepares outgoing mail, overnight shipments & opens/sort mail
- Order and Stock office supplies, company labels, and forms
- Sets up equipment for office meetings
- Takes minutes for meetings when needed
- Serve as an engaged, responsible and effective employee
- Perform other related work as required

Minimum, Education Experience, Skills and Character Requirements

- GED or High School Diploma with one to three years of work experience;
** Previous experience in a Front Office/Admin Position or other related field preferred**
- Excellent customer service, organizational, & active listening skills;
- Self-Starter with strong time management skills/ability to prioritize work/multitask;
- Excellent written and verbal communication skills;
- Strong organizational skills and attention to detail;
- Prompt and regular attendance required;
- Ability to understand work instructions and respond to questions on a variety of job-related matters;
- Must be reliable and adhere to confidentiality;
- Strong collaborative work style and behavior;
- Strong operational knowledge of computers, Adobe Suite, Microsoft Office Suite, Web Conferencing Systems, & office equipment (fax/printers/phones etc);

Physical Demands/Work Environment

While performing the duties of this job, the employee is frequently required to sit, talk, see, or hear. The employee is frequently required to stand and walk. The employee must occasionally lift and/or move up to 20 pounds. The employee must have a valid driver's license, own an automobile which can occasionally be used for travel during the work day.

Job Type: Full-time with Benefits (Non-Exempt)