



## **OFFICE COORDINATOR JOB VACANCY ANNOUNCEMENT**

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 (Essential job functions)**

- Manages the reception area to ensure effective telephone and mail communications both internally and externally to maintain VBCDC professional image;
- Greets visitors, directs inquires as appropriate;
- Downloads and scans documents, opens and sort mail for partners;
- Manages corporate email and generic accounts, distributes messages appropriately;
- Takes proactive measures to set the office up for success;
- Prepares outgoing mail and overnight shipments;
- Responsible for supply ordering and purchase order administration;
- Responsible for supply inventory and stocking of supplies;
- Coordinates key issuance with Office Administrator;
- Coordinates new partner onboarding with Office Administrator, and IT Vendor;
- Manages phone system issues, such as voice mail set-up and problem resolution;
- Manages all office equipment (printer, fax, phones, photocopiers, filing cabinets, fax machines, etc.) maintenance, issues and procurement of new equipment in collaboration with the Office Administrator.
- Prepares Office invoices for payment and maintains files;
- Maintains Contractor Registry and processes vendor and contractor applications in accordance with VBCDC Procurement Policies;
- Assists Office Administrator with Board Related administrative tasks, prepare agendas, copies, meeting room set up, etc.;
- Coordinates IT troubleshooting and repair appointments;
- Participate in the development and implementation of team projects and programs as needed;
- Support and actively builds the "Family Style" corporate culture and adheres to VBCDC values in oral and written communications, as well as behavior;
- Serve as an engaged, responsible and effective partner of VBCDC;
- Work within the team and among organizational teams to ensure that decisions are made to further the organization's goals and vision;
- Perform other related work as required.

## **Minimum Education, Experience, Skills and Character Requirements**

- Associates or Bachelors Degree; experience may substitute for education requirements.
- One to Three years of work experience;
- Excellent customer service, organizational, active listening and time management skills;
- Prompt and regular attendance required;
- Ability to understand work instructions and respond to questions on a variety of job-related matters;
- Mission driven: A strong passion for providing all Americans with affordable housing;
- Must be reliable and adhere to confidentiality;
- Strong collaborative work style and behavior;
- Operational knowledge of personal computers and Microsoft Office Suite.

## **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 be used for travel during the work day, and carry liability insurance (\$100,000 each person/\$300,000 each occurrence).

Job Type: Full-time, Not Eligible for Remote Work