

OFFICE COORDINATOR JOB DESCRIPTION



Job Title: Office Coordinator
Department: Operations
Reports To: Chief Operating Officer (COO)
FLSA Status: Non-exempt
Location: Richardson, Texas

MISSION

The Warren Center advocates, serves and empowers the children and families impacted by developmental delays and disabilities.

SUMMARY

The Office Coordinator's role is an integral part of the Operations Team, reporting to the Chief Operating Officer. The Office Coordinator will coordinate and oversee the general administrative function and activities of the office operations while providing administrative support to the organizations Chief Executive Officer (CEO).

ESSENTIAL DUTIES AND RESPONSIBILITIES

To perform this job successfully, an individual must be able to perform the following satisfactorily while displaying a high-level attention to detail, time management skills, and multi-tasking. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Administrative Support:

- Manage complex calendaring and scheduling for CEO
- Coordinate meetings, conference calls, and events for CEO
- Prepare materials and design slide decks for internal and external CEO Meetings
- Supports senior management with their tasks as needed
- Ability to anticipate upcoming organizational needs and any upcoming problems
- Maintains utmost discretion of sensitive information

Office Coordination:

- Manages the reception desk to ensure pleasant, professional, and effective telephone and visitor interaction
- Answers incoming phone calls and connect to appropriate staff members
- Facilitates maintenance of office and office equipment including cleaning and repairs
- Maintains inventory of office supplies; orders new supplies as needed
- Oversees telephone services, email correspondence, and mail distribution regarding office matters
- Open and process all incoming mail and deliveries then disseminate to proper staff
- Process all purchase orders and office supply requests
- Process all incoming faxes and disseminate to proper staff
- Conduct timely and proper follow-up with staff and external vendors as needed for office issues and projects
- Ensure conference rooms and common areas are clean and appropriately set-up
- Maintain and oversees a professional office environment at all times adhering to daily checklist for Richardson office
- Respond to and assist in resolving facility issues with each office as needed
- Manage relationship with facility vendors and coordinate regularly scheduled maintenance visits with timely and proper follow-up
- Performs other related duties as assigned to meet the ongoing needs of the organization

ADDITIONAL TECHNICAL SKILLS, TRAITS AND KNOWLEDGE

To perform this job successfully, an individual must be able to perform each qualification satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

- High energy and passion for The Warren Center's mission is essential
- Flexible and adaptable style
- Clear and concise communication skills
- Professional, dependable, and proactive
- Ability to work in fast-paced environment
- Ability to work both independently without close oversight, but also a team player who will productively engage with others at varying levels of seniority within and outside The Warren Center
- Strong organizational and time management skills with exceptional attention to detail
- Advanced knowledge of Microsoft Office Suite: including Word, Excel, PowerPoint, Outlook, SharePoint/OneDrive, and Teams

EDUCATION AND EXPERIENCE

- Minimum of five years of experience in office administration
- Proven results in working with foundations, corporations and/or individual donors and cultivating donor relationships over time
- High school diploma or GED required

ENVIRONMENT

The physical requirements and work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of the job.

- Occasional standing of lifting and/or moving of at least 5 pounds
- Must be able to sit, stand, walk, talk, hear and see
- Long periods of sitting
- Moderate to high stress level
- The noise level in the work environment is usually moderate

EQUAL OPPORTUNITY EMPLOYER

The Warren Center is an Equal Opportunity Employer and we believe in an inclusive culture for all. The Warren Center provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws.

TO APPLY

Please submit via email one PDF attachment that includes your resume to careers@thewarrencenter.org. Include in the subject line "Office Coordinator" and {First Name & Last Name}.