



Office Coordinator Job Description

We are looking for an energetic professional who doesn't mind wearing multiple hats. Experienced in handling a wide range of administrative duties and executive support-related tasks and able to work independently with little or no supervision. This professional will be the point person for all cleaning, maintenance, technology, supplies, and errands.

Job Responsibilities:

- Cleaning all facilities (list of items will be provided upon acceptance of position)
- Maintaining the condition of the office and arranging necessary repairs
- Manage contract and price negotiations with office vendors and service providers
- Manage office supplies inventory and place orders as necessary
- Manage office equipment and technology
- Receive and sort incoming mail/packages and manage outgoing mail
- Making travel arrangements: booking flights, cars, and making hotel and show reservations
- Participate actively in the planning and execution of company events
- Oversee and support all administrative duties in the office and ensure that office is operating smoothly
- Other duties as assigned

This is a full time Salary position that offers a flexible work schedule.