



POSITION DESCRIPTION

Job Title: Administrative Coordinator
Department name: Executive
Manager: General Manager
Work location: Billerica, MA

☐ Exempt
☒ Non-exempt

Job summary

The Administrative Coordinator provides administrative support to ensure efficient operation of the office. Supports managers and employees through a variety of tasks related to organization and communication.

Essential duties and responsibilities

- Answer phones and greet visitors
- Schedule appointments and maintain calendars
- Schedule and coordinate staff and other meetings
- Provide information by answering questions and requests
- Carry out administrative duties such as filing, typing, copying, binding, scanning etc.
- Sort and distribute mail
- Keep office supplies stocked
- Order catering for meetings
- Event planning
- Account contact for travel agency, local hotels and other travel related contacts
- Assist HR Manager with administrative tasks

Other duties and responsibilities

- Handle sensitive information in a confidential manner
- Work in partnership with other support personnel, management and customers

Skills and knowledge

- Excellent time management skills and ability to multi-task and prioritize work
- Able to work independently addressing the best way to handle specific tasks
- Good English verbal and written skills are a must
- A wide degree of creativity and latitude is expected
- Proficient in Microsoft Office Word, Excel and PowerPoint; knowledge of Visio a plus

Education and experience

- Associates or Bachelor degree in related field
- 5+ years experience in administrative support role