

Office Coordinator

Administration, Seattle, WA
Reports to the Senior Vice President

Summary and Purpose

Coordinate and perform all functions of a professional office. Support our image as the service leader in commercial insurance. Receive incoming calls, identify the needs of the caller and route the call to the appropriate destination. Maintain an orderly, professional reception area, supply room, conference rooms and all common areas. Receive and greet customers and vendors. Work safely by using good judgment of who should be allowed entrance to the office.

General Responsibilities

- Welcome and attend to visitors; deal with inquiries on the phone and face to face; supply information regarding the organization to the public, clients and partners.
- Ensure the entire office area is in safe, secure and in good order; that common areas are clean and items are well organized; ensure that furniture and fixtures are functioning properly; find resolution when any of the aforementioned are not up to Alaska National's standard.
- Assist with the planning and preparation of meetings and/or office events to include venue/catering arrangements and any other arrangements that need to be considered to ensure that the meeting/event is flawlessly executed.
- Manage all incoming and outgoing mail to include efficient and timely distribution and collection as well as managing postage metering and other necessary equipment/supplies.
- Manage office supply and equipment inventories in an efficient and professional manner. Ensure that supply expenses are reasonable and that supplies and equipment are adequate to safely perform the duties required by employees.
- Support the business needs of Alaska National's operations to include supply requisitions and other administrative support.
- Manage vendors necessary to complete job duties.

Minimum Requirements

- Previous office administration experience required – 3 + years
- High school graduate
- Type 45 wpm accurately
- Microsoft Office proficient

Attributes

- Excellent communication skills
- Well organized
- Strong ability to multi-task and prioritize
- Professional dress and demeanor
- Friendly and outgoing