

POSITION: Administrative Coordinator

LOCATION: Fort Myers, FL

CLASSIFICATION: Non-Exempt

REPORTS TO: Somero Concrete Institute (SCI) Training Coordinator

Position Description

The Administrative Coordinator is the face of the Fort Myers Somero facility and greets all visitors in a professional manner. This position will be responsible for coordinating building maintenance, coordinating meals within the facility, and all outgoing and incoming mail distribution. In addition, this position will be responsible for maintaining, ordering and reporting on all necessary office and building supplies needed.

Principal Accountabilities

- Coordinate meals and cleanup for all Somero Concrete Institute (SCI) training sessions, Board of Directors Meetings, and other events
- Greet and welcome all visitors and Somero Concrete Institute (SCI) attendees
- Open, sort and route incoming mail, answer correspondence and prepare outgoing mail
- Answer telephone, direct calls and take messages
- Inventory and order the office and building supplies as needed
- General clerical duties including filing and data entry for Somero Concrete Institute (SCI) activities
- Deliver messages and run errands as needed
- Create and distribute earned training certificates to customers
- Ship and receive packages
- Arrange and schedule Fort Myers building maintenance as needed or upon request
- Work safely in an office environment and follow all company safety policies and procedures

Attributes

- Excellent communication skills – verbal and written
- Strong computer and analytical skills with attention to detail
- Ability to plan, organize and schedule a full range of administrative duties
- Self-motivated with the ability to work independently with minimum supervision
- Ability to work well as part of a team located in different locations
- Ability to multi-task and perform well under pressure
- Problem solving using existing systems and processes
- Capable of identifying and developing processes and process improvements
- Maintain a positive attitude in high-pressure situations
- Ability to effectively deal with people at different organizational levels both inside and outside the company
- Ability to speak, read and write with proficiency in English; Bilingual English and Spanish is preferred

Education/Experience

- High School Diploma or equivalent required
- 2+ years in an administrative support capacity preferred
- Basic accounting experience required
- Proficiency in Microsoft Office, including Word and Excel required



Working Conditions

- Ability to spend most hours sitting, using a computer
- Ability to work extended hours as business needs dictate
- Ability to lift or move up to 35 lbs while following appropriate safety procedures
- Periodic overnight travel required

Job Description Acknowledgement: I have received, reviewed and discussed any questions I may have had about this job description prior to signing this form.

Printed Name: _____

Signature: _____

Date: _____