
POSITION: Administrative Coordinator

LOCATION: Fort Myers, FL

CLASSIFICATION: Non-Exempt

REPORTS TO: Customer Support Manager – Americas

Position Description

The Administrative Coordinator will be the primary support person to coordinate training classes and all Somero Concrete Institute (SCI) activities held at the Company's Global Headquarters and Training Facility located in Fort Myers, Florida. This position will play an integral role in providing a great experience for all attendees and visitors of our Somero equipment training and Somero Concrete Institute (SCI) classes. In addition, this position will be responsible for maintaining, ordering and reporting on all necessary office and building supplies needed. Qualified candidates will have impeccable verbal and written communication skills, strong organization skills, the ability to multi-task and a friendly, customer-service oriented demeanor.

Principal Accountabilities

- Support scheduling for upcoming training classes
- Coordinate local accommodations and local transportation for trainers and class attendees
- Coordinate meals and cleanup for all SCI training sessions, Board of Director Meetings, and other events
- Greet and welcome all Somero Concrete Institute (SCI) attendees; as well as any visitors or walk ins
- 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
- Prepare accurate and on-time daily, weekly and monthly reports and distribute to Customer Support Manager
- General clerical duties including filing and data entry for all Somero Concrete Institute (SCI) activities
- Create reports using Excel or other programs to support all Somero Concrete Institute (SCI) activities
- Complete work schedules, manage calendars and arrange appointments for Somero Concrete Institute (SCI) activities
- Review files, records and other documents to obtain information to respond to requests for Somero Concrete Institute (SCI) activities
- Deliver messages and run errands as needed for Somero Concrete Institute (SCI) activities
- Input new customer information in Share Point, Issue Trak and Gold Mine
- Create and distribute earned training certificates to customers
- Ship and receive packages for Somero Concrete Institute (SCI) activities as needed
- 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: _____