

PERKINS THOMPSON

POSITION DESCRIPTION ADMINISTRATIVE COORDINATOR

In this full-time, nonexempt position, the Administrative Coordinator supports the Firm's HR & Operations Administrator, Billing & Systems Administrator and Bookkeeper with various duties related to benefits administration, job advertisements and hiring, firm library services, marketing activities and reception desk functions. The Administrative Coordinator exercises discretion and independent judgment in the performance of the job duties; maintains positive contact with Firm management, colleagues and outside vendors; and competently performs the administrative support duties described herein.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Provides general administrative support for the Firm's HR & Operations Administrator, Billing & Systems Administrator and Bookkeeper.
- Assists with benefits administration, job posting and interview scheduling.
- Assists with library services, including vendor and billing contact, updating print periodicals, maintaining user access and credentials and tracking library budget.
- Assists with marketing activities, to include coordination of announcements, photography scheduling and maintenance of business cards and marketing collateral.
- Acts as backup for bookkeeping, to include basic accounts payable and receivables.
- Coordinates reception desk coverage schedules and provides dedicated reception desk coverage.
- Assists with parking administration and coordinates with management company regarding new and replacement parking cards.
- Performs other administrative tasks as assigned, including Firm Committee work (e.g., Marketing, Recruiting).

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED

- 3+ years of general, bookkeeping or human resources administrative support experience.
- High school graduation or GED required; business or related professional degree preferred.
- Proficiency in word processing and the use of MS Outlook, Excel and Word.
- Strong written and verbal communication skills.
- Ability to organize and prioritize numerous tasks and complete them under time constraints.
- Ability to proofread typed material for contextual, grammatical, typographical and spelling errors.
- Effective interpersonal skills, including communicating in person, by email and by telephone.
- Competently operate standard office equipment, such as computers, photocopiers and fax machines.
- Ability to read, write, speak and understand the English language at a level adequate to perform the duties of the position.
- Ability to sit at a desk and work with multiple documents and on a computer for extended periods of time.

WORKING CONDITIONS

- Use of sensory activities, such as talking, seeing and hearing, will be required frequently.
- Ability to sit, stand, walk, kneel, stoop, bend, lift, squat, push, pull, pinch, grip, reach overhead, reach away from body, and perform repetitive motions.
- Ability to push, pull and lift packages, boxes and books weighing up to 20 pounds, and retrieve and replace objects from shelves of up to 8 feet high.