

Admin Support Coordinator Branch Job Description-5.19.22

This position offers a Competitive Salary, Annual Bonus opportunity a rich benefits plan including Company Paid health insurance, a 401(k) w/ employer match, company & paid life insurance.

Position Responsibilities

- Answer, screen, & process all incoming calls & messages for managers & staff.
- Greet customers & represent Ci in an outgoing, positive manner.
- Maintain equipment repair log.
- Monitors distribution of customer equipment & parts
- Coding vendor invoices & packing lists.
- Collection of work orders from technicians
- Review all work orders & provide pricing according to contracts & price agreements.
- Assist in annual reconciliation & counting of inventory.
- Assist & coordinate customer billing.
- Reconciliation of petty cash monthly
- Monitor Technicians Time Entry Daily & Process Bi-Weekly
- Prepare complex data & summarize same through spreadsheets, graphs, reports & other documentation.
- Miscellaneous typing, word processing, filing, order tracking for branch manager.
- Other duties as assigned.
- **PHYSICAL REQUIREMENTS:** This role requires the ability to lift & carry packages on a as they arrive that may weigh up to 15 lbs. Candidates must also stand & walk occasionally during the day while carrying the packages to other locations in the office.

Qualifications

- This position requires the skills & knowledge normally obtained through the successful completion of a **high school degree**. Associates Degree, or some college/business courses preferred.
- **Requires 3+ years minimum** related experience, preferably in an administrative capacity with progressive responsibility.
- Basic understanding of cost & revenue from an accounting standpoint required
- Basic accounting skills preferred for billing purposes.
- Must demonstrate strong interpersonal skills dealing with greeting customers in person & on the telephone. Must speak clearly & professionally.
- Must type a minimum of fifty-five words per minute.
- Requires strong computer skills. Including creation of various reports & complex spreadsheets. Must be proficient in entire Microsoft Office Suite with a strong focus on **Excel & Word**. Microsoft Dynamics AX Experience also preferred.
- Effective communicator, both written & oral.
- Capable of dealing with internal & external clients in a tactful & professional manner.
- Must be able to work under pressure & tight deadlines.
- Ability to be self-motivating a necessity.