

Administrative Support Coordinator

This position offers a Competitive Salary, Annual Bonus opportunity, Annual Merit Raise opportunity, a rich benefits plan including Company Paid Health Insurance, Company Paid Dental, Company provided Life Insurance, Nine Paid Holidays, Paid Time Off (PTO), and a 401k Plan w/ company match. **Hours are Monday-Friday 8 AM EST – 5 PM EST 100% On Site.**

Position Responsibilities

- Answer, screen, & process all incoming calls & messages for manager & staff.
- Greeting customers & represent the company in an outgoing, positive manner.
- **Scanning inventory, inventory, warehouse (30%)**
- 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
- Prepare spreadsheets, 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 as they arrive that may weigh up to 15 lbs. Candidates must also stand, walk, crouch during the day while carrying the packages to the bay (non-air-conditioned) and while conducting inventory and scanning.

Qualifications

- This position requires the skills & knowledge normally obtained through the successful completion of a **high school degree**. Associate's degree, or some college/business courses preferred.
- **Requires 3+ years minimum** related experience, preferably in an administrative capacity with progressive responsibility.
- Must demonstrate strong people skills dealing with greeting customers in person & on the telephone. Must speak clearly & professionally.
- Must type a minimum of 45 words per minute.
- Requires strong computer skills. Including creation of various reports & complex spreadsheets. Must be proficient in the entire Microsoft Office Suite with a strong focus on **Excel & Word**.
- Ability to adjust to changing situations & a busy workday is REQUIRED-adaptability & flexibility are a MUST.
- Effective communicator, both written & oral.
- Must be meticulous, highly organized, and a proactive problem solver.
- Must be able to work under pressure & meet tight deadlines.
- Ability to be self-motivating is a necessity.