



Job Description

Title

Administrative Coordinator

Location

Cape Girardeau, MO

Type of Employment

Full-time, Exempt

Reports To

CEO and Project Manager

Job Summary

The Administrative Coordinator is crucial to the effective and efficient daily operation of the office. They will work directly with clients and other employees.

Key Areas of Responsibility

The Administrative Coordinator will be the life blood of our organization. This will entail basic administration, communicating with clients by phone and email, scheduling appointments, social media posting, sending newsletters, ordering supplies, and other daily tasks. Using our different software programs will be a large part of this job.

Skills and Qualifications

- Strong communicator (written and verbal)
- Ability to handle outbound and incoming telephone calls
- Excellent organizational skills
- Detail oriented and analytical
- Skilled in multi-tasking
- Solid interpersonal skills
- Ability to identify a problem and solve it
- Efficient
- Use current technologies such as Microsoft Office Suite, web-based platforms, etc.
- Knowledge of social media platforms
- Have a willingness to grow and adapt
- Ability to work independently in a fluid and flexible environment
- Ability to work and remain focused in a busy environment