

## JOB DESCRIPTION

<b>Job Title</b>	Administrative Coordinator
<b>Grade</b>	10
<b>Department</b>	Administration
<b>Division</b>	
<b>Reports To</b>	Vice President of Business Development
<b>Positions Supervised</b>	None
<b>FLSA Status</b>	Exempt

This job description in no way states or implies that these are the only duties to be performed by the employee occupying this position. Employees may be required to follow other job-related instructions and to perform other job-related duties as requested, subject to all applicable state and federal laws. Certain job functions described herein may be subject to possible modification in accordance with applicable state and federal laws.

## Summary

Exercising discretion and using independent judgment, under the supervision of the Vice President of Business Development, performs, coordinates and oversees office administrative support work. Provides administrative support to the Vice President of Business Development and to the Business Development department. Supports EDC in its operations by taking initiative, understanding and participating in accomplishment of the organization's mission.

## Essential Job Functions

- Assist VP/Business Development in all aspects of carrying out her/his duties including coordinating meetings, conferences, travel arrangements and event registration.
- Facilitate preparation of bi-weekly department Meetings, as requested. Collect and organize agenda content and assemble related documents. Monitor and record meetings. Maintain relative records and logs.
- Manages all reporting, reference materials, policies, presentations and correspondence relative to the Business Development functions of the agency. Completes technical tasks in Business Development area(s) such as new employee orientation & collection of documents. Establishes and maintains business development files. Ensure accurate and accessible document management procedures.
- Communicate organizational and department policies to new employees. Encourage staff to conform to and sustain the established policies and procedures necessary to maintain consistency, effectiveness and efficiency throughout the Corporation.
- Develops and implements improved office procedural changes to ensure compliance with policy and executes at the direction of the VP of Business Development.
- Coordinates department procurement and purchases, i.e. — office supplies, marketing materials, printing services, office equipment maintenance, postage supplies, etc.
- Ensure accuracy and thoroughness of information by consulting all available resources in the preparation and confirmation of both written and statistical information prior to release, publication, and distribution. Remain proactive in distribution of information to respective departments in an effort to avoid unnecessary administrative delays.

- Take the initiative to understand key issues facing the EDC, and its affiliate agencies in order to be of assistance in correctly answering inquiries and compiling information.
- Maintain confidential information in a professional and ethical manner.
- Other duties as assigned.
- Attends work regularly to ensure timely delivery of assignments and to meet with fellow team members on short notice as needed for Administrative Coordinator purposes.

### **Ancillary Job Functions**

- Handle department wide-travel arrangements and schedules as may be required.
- Assist staff members on special projects as may be required.
- Maintenance of files.

### **Education and Experience** – An equivalent combination of education, training and experience will be considered.

- Four year degree or equivalent
- 5+ year's experience is preferable.
- Proficient in using Microsoft Word, Excel, and Outlook required. Experience using CRM systems is preferable.

### **Knowledge, Skills and Abilities** – Which may be representative, but not all-inclusive of those commonly associated with this position.

- Effective time management skills and ability to work independently with minimal supervision required.
- Ability to prioritize and organize in a fast paced environment and work overtime on short notice.
- Excellent written communication skills required.
- Ability to operate office machines such as a photocopier, fax machine, and telephone

### **Work Environment** – Environmental or atmospheric conditions commonly associated with the performance of the functions of this job.

- Moderate noise (computers, printers, and light employee walking traffic).
- Ability to sit for extended periods of time, ability to input data into computer utilizing hands to finger to tab to different fields to input data up to 2/3 and more of time.

**Physical Abilities** that are commonly associated with the performance of the functions of this job. The physical demands described below are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

- Ability to answer telephone and talk and hear other party regularly.
- Ability to view computer screen, Close vision (clear vision at 20 inches or less)
- Ability to lift packages up to 10 pounds