

Job Description

Title: Administrative Project Coordinator	ID:
Department:	Location: Indianapolis
Division: Signworks Indianapolis	Reporting to: General Manager
FLSA Classification: Exempt	Employment Type: Full Time
Created Date: 02/06/20	Version: 1.0

Position Summary

The Administrative Project Coordinator provides high level client focused assistance, coordination, and management to a variety of tasks and projects for the team.

Essential Duties and Responsibilities

- Researches sign code, applies for sign permits, and follow-up
- Acts as a Client Service Representative including some project management tasks on certain in-house accounts managing assigned projects from start to finish
- Helps gather details and prepare content for quotes and proposals
- Retrieves information as requested from records, email, minutes, and other related documents; prepares written summaries of data when needed.
- Responds to and resolves administrative inquiries and questions.
- Coordinates and schedules meetings and appointments for managers or supervisors.
- Records and distributes minutes or other records for meetings.
- Maintains office supplies and coordinates maintenance of office equipment.
- Operates office machines including copiers, scanners, phone and voicemail systems, personal computers, and other standard office equipment.
- Serves as the receptionist for the office, greeting visitors and applicants, welcomes visitors, answers phones, screens calls and directs calls to appropriate individuals, and prepares messages.
- Copies, sorts, and files records related to office activities, business transactions, and other matters.
- Prepares letters, memos, forms, and reports according to written or verbal instructions.
- Sorts incoming mail and delivers to appropriate department or individual; processes outgoing mail.
- Maintains filing systems either manually or electronically.

Competencies

- Communication Proficiency.
- Interpersonal and client service skills
- Results Driven.
- Stress Management/Composure.
- Teamwork Orientation.

Skills and Abilities

- Proficient in Microsoft Office Suite or related software.
- Excellent organizational skills and attention to detail.
- Basic understanding of clerical procedures and systems such as recordkeeping and filing.
- Ability to establish priorities, work independently, and achieve objectives without supervision.
- Positive attitude, time management, detail oriented traits, and multi-tasking skills.
- Ability to work with various personality types.
- Valid Driver's License
- Predictable and consistent behavior with Attitude, Attendance, and Performance.

Employee Statement of Understanding

I have read and understand the job description for my position. I am able to perform all the essential functions of this position.

I agree to comply with the corporate compliance policy and all laws, rules, regulations and standards of conduct relating to my position. As an employee, I understand my duty to report any suspected violations of the law or the standards to my immediate supervisor.

As an employee, I will strive to uphold the mission and vision of the organization. All employees are required to adhere to the values in all their interactions with customers and fellow employees.