

# Office Coordinator



## JOB DESCRIPTION

Clearwater Communications is seeking an experienced and highly organized **Office Coordinator** to join our team. This multifaceted role will be integral in ensuring smooth office operations, providing exceptional customer service, managing administrative tasks, and assisting with event planning and coordination. The ideal candidate will be proactive, detail-oriented and capable of handling a variety of responsibilities.

## PRIMARY RESPONSIBILITIES

### Office Reception & Administration:

- Answer phones, direct calls, and respond to inquiries with professionalism and a customer service-oriented attitude.
- Sort, distribute, and post outgoing mail to ensure timely delivery.
- File, update, and maintain company records, including vendor coordination.
- Organize and maintain office archives, communal spaces, and facilities.
- Track inventory, order office supplies and coordinate deliveries.
- Assist with onboarding new employees.
- Handle routine office billing tasks, including postage meter, copier usage, and invoicing.
- Support special projects and ad-hoc administrative tasks as needed (e.g., document preparation, client-specific requests).

### Information Technology Support:

- Coordinate external IT support when necessary – new computer installations, software configurations, etc.
- Purchase new computers, manage service tickets, and track IT equipment records.

### Event Planning & Coordination:

- Coordinate logistics for company events and provide support for fundraising activities, meetings, and special events as needed
- Assist with client conferences, including tracking registrations, sponsorships, and invoices, and coordination with venues.

### Magazine Customer Service & Circulation:

- Provide customer service support via phone, mail, website, and other platforms.
- Process and ship orders, handle inquiries, and manage bulk shipments.
- Track and follow up on order statuses, address changes and mailing list updates.
- Assist with maintaining magazine subscriptions, invoices, and retail accounts.
- Track and manage monthly financial accounts, including deposits and account balancing.

## **SKILLS & QUALIFICATIONS**

- Proven experience in office administration, customer service, or related field.
- Strong organizational skills with the ability to handle multiple tasks and priorities.
- Proficient in Microsoft Office Suite (Word, Excel, Outlook, etc.) and general office equipment.
- Strong written and verbal communication skills.
- Ability to work independently and as part of a team.
- Knowledge of event planning and coordination is an asset.
- Strong attention to detail and ability to maintain confidentiality.
- Positive attitude, problem-solving mindset and proactive approach to tasks.

## **COMPENSATION**

- Salary is based on experience and qualifications, with a \$40,000-\$53,000 range. In addition, Clearwater Communications offers a comprehensive benefits package, including vacation and sick leave, insurance, and a 401(k) plan (available after one year of employment). Clearwater Communications covers 75% of medical insurance premiums and 50% of dental and vision insurance premiums.

## **HOW TO APPLY**

Please submit your resume and a cover letter to [sschutt@clearwatercommunications.net](mailto:sschutt@clearwatercommunications.net) by Monday, Dec. 16.