

Part Time Opportunity

Office Coordinator

The purpose of this position is to provide administrative and clerical support to internal and external stakeholders. Will be responsible for answering phones, directing visitors, data entry and keyboarding, maintenance of records and inventory supply.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Answer and transfer telephone calls to appropriate parties.
- Provide general information related to Flying High Inc's Professional Development Center to clients or the public.
- Direct consumers to appropriate classroom and service areas.
- Manage inventory of office supplies and ensure sufficient stock for efficient operation of services.
- Type, format or edit assigned documents or reports.
- Maintain databases and filing systems whether electronic or paper.
- Schedule appointments and receive customers or visitors.
- Collect information and perform data entry.
- Maintain confidentiality of information in accordance with standard operations.
- Ensure that common areas are organized and clean to ensure a healthy, safe environment.

QUALIFICATIONS

- High School Diploma or equivalent; Associate degree or two years' relevant work experience.
- Proficient in personal computing and Microsoft Office.
- Ability to interact clearly and effectively, in both written and oral communication, with supervisor, consumers, staff, and other stakeholders.