

Office Coordinator Job Description

Status: Full time/ Non-exempt

Reports to: Finance Director

**Qualifications:**

* Associate’s Degree and/or Certificate in Office or Business Management or a related field
* 3-5 years of work experience in busy office setting
* Knowledge of Windows, Microsoft Office programs and HIPPA regulations
* Strong multitasking, communication, organizational, and interpersonal skills
* Current and Valid New York State Driver’s License

**Job Responsibilities:**

* Provide overall supervision to Program Assistants (PA)
* Provide orientation and training to new Program Assistants
* Monitor and coordinate with assigned PA the ordering of office supplies
* Oversee and address staff issues with Inforia/Caregiver
* Ensure office machines, including telephones, fax, copiers and printers are in good working order
* Coordinate with assigned PA the creation of front office work schedule and coverage plans in the event of vacation, sick and or personal time
* Coordinate with assigned PA the Clinical and EAP staff calendars.
* Coordinate and ensure data entry is completed accurately and timely by PAs
* Answer phones and make appointments, record payments.
* Assist with preparation of Agency trainings, fundraising and staff events
* Assist with maintenance of agency mailing list.
* Assist with development and mailing of flyers and letters.
* Ensure waiting room, counseling suite and all office areas are orderly and tidy
* Check in and distribute incoming mail, record deposits. Weigh and stamp outgoing mail.
* Run reports and assist with copying/mailing of billing/vouchers for Finance Department.
* Do other office filing, copying, and other tasks as requested
* Oversee and ensure satellite offices receive necessary documents and that necessary documents are received back when needed.
* Promote a positive workplace environment.

Employee Signature:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

CEO Signature:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_