

## **Administrative/Marketing/ Office Coordinator**

Seeking one or more qualified individuals with business administration, marketing, and recordkeeping skills to serve as an administrative coordinator for a family-owned conglomerate of banquet center and a civil engineering consulting firm.

General responsibilities would include front desk reception, event planning and coordination, marketing, light bookkeeping, and other administrative and general office duties. Applicant would need to maintain a calendar of events, serve as a liaison to the public and business clients, attend to visitors and telephones, and schedule and assist with the coordination of events. Cheerful, diligent, presentable, dedicated, and qualified individuals able to work independently and creatively to find business development solutions are highly valued. This multi-tasked position has great potential for advancement in career and growth with the business.

### **Required Qualifications:**

1. Degree in Business, Marketing, Accounting, or other related fields.
2. Good customer service, networking, marketing, and advertising skills on social media, search engines, websites, and other platforms.
3. Proficiency in MS Office products such as Word, Excel, PowerPoint, Outlook, and Publisher.

### **Desired Skills:**

1. Professionalism in customer services
2. Administrative & Record keeping
3. Composing, Editing and Proofreading
4. Verbal and Written Communication
5. QuickBooks, WordPress, Adobe Creative Suite (Illustrator, InDesign, Photoshop)
6. Team Player
7. Multitasking
8. Attention to Detail

### **Desired Qualifications:**

1. Working knowledge of WordPress for the purposes of Web Design and Blogging.
2. Strongly driven person who strives towards leadership, motivated to grow within the business.
5. Excellent communication skills in English, both oral and written.
6. Valid driver license.
7. A clean criminal history with no major convictions in the last 7 years.
8. Ability to complete assigned tasks with minimal assistance.

**General Duties to Include:**

1. Conduct market research, manage marketing activities, and generate business through our webpage, social media, web blogs, digital marketing, networking events, and any other creative ideas.
2. Perform administrative assistance including customer service and record keeping.
3. Communicate and interface with the customers by managing inquiries, conducting ballroom tours, creating estimates, closing contractual agreements, and managing events.
4. Light Bookkeeping including accounts payables and accounts receivables.
5. Coordinate staffing and vendor management in preparation for events and facilities maintenance.
6. Management of databases, monthly newsletters, and social media postings to improve google analytics results on a week-by-week basis.
7. Provide administrative support as needed to the engineering consulting business.

**Salary:**

Full-time: \$25K to \$37K depending on qualifications and experience. Part-time positions available on an hourly basis.

If you would like to join our team, please send us your resume (2 pages max), references and requested salary.