

Job Title: Office Secretary / Coordinator – FEMALE

Job Summary: The Office Coordinator plays a key role in ensuring the smooth functioning of day-to-day operations within an office environment. This position involves a combination of administrative, organizational, and communication tasks to support the overall efficiency of the office.

Responsibilities:**1. Administrative Support:**

- Manage and coordinate office activities and operations to secure efficiency and compliance with company policies.
- Provide general administrative support, including handling phone calls, emails, and correspondence.
- Maintain office supplies and equipment, and initiate procurement when necessary.
- Assist in the preparation of reports, presentations, and other documents.

2. Facility Management:

- Oversee the maintenance of the office space, including cleanliness, organization, and safety.
- Coordinate with external vendors for facility-related services, such as cleaning, repairs, and maintenance.

3. Communication and Coordination:

- Serve as a point of contact between employees and management, relaying information and addressing concerns as needed.
- Coordinate and schedule meetings, appointments, and events.
- Facilitate communication and collaboration among different departments.

4. Travel and Accommodation:

- Arrange travel itineraries, accommodations, and transportation for employees or visitors.
- Process travel expenses and ensure compliance with travel policies.

5. Record Keeping:

- Maintain accurate and organized records, including employee records, inventory, and other relevant documentation.
- Assist in the preparation and distribution of internal communications.

6. Office Policies and Procedures:

- Ensure adherence to office policies and procedures.
- Assist in the development and implementation of office policies as needed.

7. Support to HR:

- Assist in onboarding new employees, including paperwork, orientation, and workspace setup.
- Support HR in various administrative tasks related to employee records and benefits.

Qualifications:

- High school diploma or equivalent; additional education or certification in office management or related field is a plus.
- Proven experience in an administrative or coordination role.
- Strong organizational and multitasking skills.
- Excellent communication and interpersonal abilities.
- Proficient in office software and applications.

Note: This is a general template, and specific duties and qualifications may vary based on the organization's size, industry, and unique requirements.