



Title: Front Desk Coordinator
Reporting Manager: Executive Assistant/Office Manager
Location: Seattle, WA
Classification: Exempt

POSITION SUMMARY:

The Front Desk Coordinator will be responsible for providing general office support and will oversee day to day tasks to keep the office running smoothly. Job functions include answering incoming calls, greeting guests, and providing administrative support as needed, including assisting the Development and Leasing teams. Days and hours of work are Monday through Friday 8:00 am to 5:00 pm.

POSITION RESPONSIBILITIES:

The Front Desk Coordinator job responsibilities shall include, but not be limited to, the following:

- Answer incoming telephone calls, determine purpose of callers, and forward calls to appropriate personnel or department.
- Take and delivers messages or transfers calls to voicemail when appropriate personnel are unavailable.
- Retrieves messages from voicemail and forwards to appropriate personnel.
- Answers questions and company email inquiries about organization and provides callers/senders with address, directions, and other information.
- Welcomes guests and announces visitors to appropriate personnel.
- Updates conference room calendars and helps resolve scheduling conflicts.
- Receives, sorts, processes, and routes ingoing and outgoing mail.
- Coordinates pick-up and delivery of express mail services (i.e. FedEx, UPS, and courier).
- Routes invoices to appropriate accountant.
- Maintains copier and fax machines. Refills copiers with paper and toner as needed. Schedules maintenance/repairs as necessary.
- Maintains and orders office and kitchen supplies.
- Monitors and orders office snacks.
- Assists with printing and copying of documents as requested.
- Maintains conference rooms and kitchen areas to ensure they are clean and presentable at all times. Includes preparing coffee, loading/unloading dishwasher, and restocking kitchen supplies daily. Tidies conference rooms immediately after meetings.
- Assists Executive Assistant/Office Manager with miscellaneous projects on an as need basis.
- Helps assists with company event planning.

REQUIRED EXPERIENCE AND ABILITIES:

The following summarizes a few of the successful candidate's personal characteristics:

- Bachelor's Degree preferred.
- Proficient in Microsoft Office products.
- One to two years of experience working in a fast-paced office environment preferred.
- Basic knowledge of clerical duties, such as filing, photocopying, and collating.
- Excellent written and verbal communication skills.
- Self-motivated, proactive and able to problem solve.
- Detail oriented, organized with the ability to follow up.