

Rochester Works! Career Center  
(6534)  
To: Employment Counselor  
Date: 08/28/2017



1100154  
3340 Monroe Avenue  
Pittsford, NY, 14534  
585-385-1280  
www.tjxjobs.com  
042261984

### Administrative Coordinator

**Number of openings:** 1

**Employment status:** Full-time

**FT Benefits:** Optional participation in benefit plan

Responsible for managing administrative, clerical, and office activities. Balances daily receipts in accordance with Company guidelines and policies. Oversees human resource records and systems. Ensures that office equipment is kept in good working order. Communicates effectively with management and store Associates, including dissemination of information in a timely and consistent manner. Administers training of store Associates.

Responsibilities Include:

- Ability to work a flexible schedule, including nights and weekends
- Professional appearance
- Strong organizational skills, attention to detail
- Self-motivated, works quickly and efficiently on multiple tasks
- Excellent verbal and written skills
- Leadership, takes ownership, can direct others
- Responsible, dependable, and honest

**Apply in person at store location or distribution center.**  
Salary will always start at no less than the state minimum wage.

*The TJX Companies, Inc. provides reasonable accommodations to qualified candidates and Associates with disabilities that would enable them to perform the essential functions of the position for which they are applying or in which they are employed.*

### **For Community Partner Use Only:**

**To obtain employment status,** please include applicant name and last 4 digits of the applicant's social security number below and either email [eytalentoutreach.services@ey.com](mailto:eytalentoutreach.services@ey.com) or fax 866-831-0865 this information to EY. EY will respond with employment status.

*Note: EY does not process or screen applications for The TJX Companies, Inc. or have any control over employment decisions. Each applicant must submit an application in person at the store or facility.*

Applicant(s) information: \_\_\_\_\_

\_\_\_\_\_

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Please contact EY at 866-834-5115 with any questions. Thank you for your assistance.  
We appreciate you sending qualified applicants to our stores and facilities.

**This Job Posting will expire in 10 days.**