

Administrative Coordinator

Benefits: Candidates on temporary assignment may qualify for our competitive benefits package which includes group health, life and disability insurance and voluntary benefits such as retirement savings and holiday pay.

Salary range: \$21.85 to \$25.30 hourly
Employment status: Contract / Temporary

Description

Are you a detail-oriented and tech-savvy professional looking to join a dynamic tax firm during its busiest season? We are seeking an Administrative Coordinator to play a crucial role in managing paperwork, coordinating office activities, and supporting our administrative team.

Key Responsibilities:

1. Document Management:
 - Scan and digitize incoming paper documents during the busy season.
 - Connect details and ensure accuracy when combining documents in different software systems.
 - Verify that information matches across various software platforms.
1. Document Preparation:
 - Prepare a variety of documents, including invoices, reports, memos, letters, responses to correspondence, surveys, spreadsheets, and presentations.
1. Incoming Communications:
 - Read and analyze incoming memos, submissions, mail, and reports to determine significance.
 - Plan and execute distribution of relevant materials.
1. Project Work:
 - Assist in project-related tasks, contributing to the overall efficiency of the team.
1. Record Keeping and Filing:
 - File and retrieve documents, records, and reports systematically.
 - Maintain organized records management systems.
1. Office Management:
 - Perform general office duties such as ordering supplies, maintaining records, and basic bookkeeping.
 - Coordinate with vendors for kitchen supplies, office supplies, etc.
1. Meeting Coordination:
 - Prepare agendas for business meetings.
 - Make arrangements and ensure seamless logistics for meetings.
1. Mail and Package Handling:
 - Process outgoing and internal mail/packages.
 - Handle sorting and delivery of internal correspondence.

Requirements

Qualifications:

- Proven experience in administrative roles, preferably in a fast-paced environment.
- Strong tech skills with the ability to navigate and manage various software systems.
- Excellent organizational and multitasking abilities.
- Attention to detail and accuracy in document management.
- Effective communication and interpersonal skills.
- Proactive problem-solving attitude.

creative, legal, and administrative and customer support roles.

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