



JOB TITLE Office Coordinator
REPORTS TO General Manager
DURATION 40 hours/week
PAY TYPE Non-exempt

PURPOSE/SCOPE To be The Company's first impression with guests/employees and manage all aspects of the office. Provide support across departments as directed.

RESPONSIBILITIES

1. Act as administrative support for entire office.
 - Welcome and assist any walk-in traffic.
 - Answer phones and direct calls to appropriate areas.
 - Keep all common areas clean and organized.
 - Coordinate supply tracking and purchases.
2. Handle all incoming and outgoing mail and shipments.
3. Coordinate internal functions (i.e. company/sales meetings, guest events, etc.)
 - Plan food needs.
 - Organize and set up room(s) for events/meetings.
4. Coordinate in-office contractors, including cleaning services, window washing, snack and beverage vending, etc.
5. Act as administrative support across departments.
 - May include duties from:
 - General Manager
 - Sales (crm, etc)
 - Accounting (data entry, etc)
 - Marketing (copying, mailing, etc.)
 - Operations (copying, mailing, note taking for safety committee, etc.)
6. Performs other duties as assigned.

EDUCATION/TRAINING/SKILLS REQUIRED

- Excellent organizational skills
- Previous experience with Microsoft Office products
- Demonstrated flexibility and ability to multi-task

EXPERIENCE REQUIRED

- Previous successful experience working across departments

SUCCESSFUL CANDIDATE WILL POSSESS:

- Customer service mind-set
- Strong attention to detail
- Desire to support the success of the organization
- Ability to work independently
- Ability to communicate with a wide range of individuals
- The ability to demonstrate through action, Peterson Farms Seed's Core Tenets:
 - Integrity
 - Team Contribution
 - Excellence
 - Positive Attitude