

Administrative Coordinator

Business Unit	Training & Development	Reports To	Director of T&D
Required Edu & Certs	High School Diploma, required BA, preferred	Required Experience	2+ in lieu of BA
Status	Non-exempt	Future Orientation	2-7 days
Job Family	Overseers	Pay Band	2
Safety Sensitive	No	Assigned Assessments:	Workplace Personality Workplace Skills

The Woodard Way: We provide Legendary Service to help people get back to their lives while exemplifying our Core Values in an environment that fosters safety, care, high expectations, and top-notch performance.

Core Purpose: The Administrative Coordinator sets the tone and first impression for everyone who comes through our door with a professional appearance and welcoming disposition. The Administrative Coordinator will provide a variety of administrative support for the Training & Development department and assigned executives.

Role Persona/Profile:

- Very organized
- Flexible
- Meticulous about details
- High expectations
- Confident
- Approachable, friendly
- Problem solver
- Multi-tasker
- Cool under pressure

Core Abilities:

- Professionalism – approach others in a tactful manner; react well under pressure; treat others with respect and consideration regardless of their status, position, or situation
- Organization – prioritize and plan work activities; use time efficiently; plan for needed additional resources; manage multiple projects simultaneously
- Problem Solving – identify and resolve problems in a timely manner; gather and analyze information; develop alternative solutions; work well in group problem solving situations
- Communication – listen well; speak and write clearly
- Adaptability – deal with frequent interruptions, delays, or unexpected events
- Accountability – assume responsibility for personal growth and development; proactively learn new skills; hold self and team members accountable for results
- Technology – proficiently use Microsoft products; ability and willingness to learn new technologies

Core Duties:

Hospitality

- Extend warm hospitality to all guests, making them feel welcome and at ease
- Determine nature of guest visits and handle personally or connect guest with appropriate team member
- Exercise discretion in interactions with personnel, executives, and guests
- Maintain hospitality supplies for the coffee bar and refrigerator
- Ensure entire reception area remains clean and orderly
- Receive, sort, and distribute mail and packages

Administrative Assistance

- Manage assigned scheduling tasks on CEO's calendar, such as: Town Halls and Manager lunches
- Manage assigned scheduling tasks on COO's calendar, such as: PTO requests and 30-day reviews
- Manage internal and external training classes, certification renewals, and other recurring department events
- Manage documentation and data entry task areas, such as: training and certification records, recognition programs, company awards, employee anniversary cards, new hire records, etc.
- Proof, edit, and prepare documents, training materials, and executive communications to a superior standard
- Compose correspondence on behalf of department, CEO and COO
- Create employee related content for employee communication outlets
- Perform all duties with strictest confidentiality
- Update daily morning stand up slides

Position Pre-Requisites:

- Authorization to work in U.S.
- Current, valid Driver's License
- Ability to pass background check
- Ability to pass a drug screen

Work Environment / Physical Requirements

- Frequently required to sit, stand, read, write, and type using fine motor skills
- Occasionally required to lift and/or move up to 25 pounds
- May occasionally be required to work in the following environments:
 - Exposure to hot, wet or humid conditions (non-weather); water with sewage or fecal matter;
 - Expected to twist, reach, climb, crouch, crawl, stoop, kneel, or two-person lift 100+ pounds
 - Expected to wear appropriate PPE per job site safety requirements