

**Job Title:** Administrative Coordinator  
**Department:** Operations  
**Reports to:** Director of Administrative Operations  
**Status:** Full-time, Non-Exempt  
**Last updated:** 8/1/2022

### Summary of Responsibilities:

Candidate should have a strong desire to learn and support administrative processes within the Firm as part of the Internal Service Team (IST). Role will shift from primarily client service receptionist responsibilities to office generalist as the Firm moves to a new location and platform. Candidates should have the ability to organize, prioritize and meet deadlines in a timely manner. Have flexibility in job responsibilities and scheduling during peak busy cycles and strong attention to detail as it relates to projects, communications and processes.

### Essential Functions:

- Provide direct administrative & operational support to Louisville office, team and clients.
- Participate in meetings with Manager to discuss challenges and successes.
- Receptionist duties will be primary until Firm relocates to new location.
- Day to day office duties (i.e., checking incoming faxes, restocking beverage machines, kitchen duties, maintaining conference rooms, daily preparation/collection of mail and UPS/courier).
- Participation in Internal Service team (IST) team meetings and team building events.
- Assist in preparation of confirmations for Assurance Department.
- Assist billing department with administrative tasks when requested.
- Manage parking passes for visitors of the firm.
- Utilize Microsoft applications for process and projects related to role.
- Other duties as assigned needed that support our vision, fulfill our mission and abide by our core values.

### Education, Experience, and Skills:

- Relevant work experience in Professional Services Firm (preferred).
- Ability to multi-task and work in a high volume, fast paced environment.
- Able to prioritize and meet deadlines in a timely manner.
- Exceptional organizational skills and strong attention to detail (**required**).
- Excellent communication skills, verbal and written(**required**).
- Self-starter who can work both as a collaborative team member and independently.

### Expectations:

- Dependable and flexible with work schedule demands (**required**).
- Respect and earn the respect of fellow team members.
- Take ownership of identified processes and responsibilities.
- Keep open communications with Firm Management.
- Perform work with confidence and pride, follow through to completion.
- Make informed decisions – discuss with Manager when needed.
- Work towards a Personal/Professional Growth Plan.

- Willingness to assist/support other departments (as needed).
- Must be acquainted with all areas of the Internal Support Department.
- Knowledge of processes and software used in department.
- Provide support that will allow our Partners, Principals, Managers and fellow team members to be successful.
- Ability to communicate with Internal Services Team (IST) group and support fellow team members in a professional manner.
- Positive attitude, outgoing, welcoming, and willing to assist.

**Working Conditions:**

- Ability to stand for long periods of time.
- Occasional heavy lifting.
- Minimal hazards.
- General office conditions.
- Work in a safe, clean and employee friendly atmosphere.

By signing below, I acknowledge I have read and reviewed this job description and understand my job responsibilities:

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**Employee Signature and Date**

*The above statements are intended to describe the general nature and level of work being performed by individuals assigned to this job. It is not intended to be an exhaustive list of all duties and responsibilities required of individuals in this job. Other duties may be assigned as determined by management. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties and responsibilities of this job.*

We are committed to providing equal employment opportunities to all employees and applicants without regard to race, ethnicity, religion, color, sex (including childbirth, nursing and related medical conditions), gender, gender identity or expression, sexual orientation, national origin, ancestry, citizenship status, uniform service member and veteran status, marital status, pregnancy, age, protected medical condition, genetic information, disability, or any other protected status in accordance with all applicable federal, state and local laws.

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