
JOB TITLE: Office Coordinator
DEPARTMENT: Executive
REPORTS TO: Senior Vice President & Chief Operating Officer
CLASSIFICATION: Non-exempt
LOCATION: DALLAS, TEXAS

Position will be responsible for welcoming guests in person or via the telephone, answering or referring inquiries, directing visitors, maintaining office security and conducting other related tasks. Additionally, the Office Coordinator will serve as office manager by enforcing standards for office appearance, managing building work orders and maintaining supplies and office facilities.

WHO YOU ARE

As the Office Coordinator, you are passionate about working with and serving others. You enjoy creating a positive first impression for guests, preparing meeting rooms for visitors, working independently on projects and following up on department inquiries. Being well rounded, you are able to prepare reports with a high attention to detail, while also having a professional etiquette and demeanor when communicating with external clients and internal team members. You are a team player but can take an idea and run with it with little supervision.

You are someone who thrives on change and remains flexible as procedures develop. Instead of merely completing a task, you offer insight on ways to improve processes. Punctuality, hospitality and organization are several of your top strengths.

Essential duties and responsibilities

YOU ARE EXCELLENT AT:

- Creating a welcoming and professional experience for internal and external guests in person or via the telephone
- Maintaining the office suites' professional appearance by coordinating with HR to maintain compliance with office standards
- Processing mail and lockbox correspondence
- Submitting and managing work orders with building management
- Managing office and café supply inventories and related budgets, verifying and submitting invoices for payment
- Maintaining office security by issuing visitor badges and monitoring secure access to visitors and vendors
- Assisting the Executive Administrative Assistant during board meetings
- Serving as a liaison and managing all vendor relationship related to facilities
- Other duties and projects as needed

Competencies and qualifications

YOU HAVE:

- Two-year college degree or vocational/technical school
- 5-7 years of administrative experience
- Knowledge of standard office administrative procedures
- Proficiency in Microsoft Office Excel, PowerPoint, Word and Outlook and the ability to learn and utilize internal systems and applications
- Excellent command of the English language

- Excellent verbal, written, and interpersonal communication skills with the ability to interact with all levels of clients and internal personnel
- Must be a self-motivated team player with strong attention to detail, high level of accountability, organizational skills and the ability to work independently
- Analytical ability to gather and summarize data for reports
- Ability to maintain a high degree of ethical standards and complete confidentiality at all times
- Ability to multi-task, prioritize and problem solve
- Ability to work overtime as needed

HighGround has a professional, open office environment

OFFICE COORDINATOR WORKING CONDITIONS:

- Routinely uses standard office equipment such as computers, phones, multi-functional copiers and filing cabinets
- Usually sits to complete job functions, but may walk or stand for brief periods of time (access to sit-to-stand desks for optimal flexibility is provided)
- Must be able to lift up to 20 pounds
- Is required to have close vision, distance vision and the ability to adjust focus
- Is required to have the ability to lift files, open cabinets and bend or stand on a stool
- Is required to work onsite and has little to no expected travel

The above statements are intended to describe the general nature and level of work being performed by the person(s) assigned to this job. They are not intended to be an exhaustive list of all duties, responsibilities and skills required of personnel so classified. Employees holding this position will be required to perform any other duties as requested by management, from time to time in its sole discretion. This updated job description supersedes prior descriptions for the same position. Management reserves the right to add or change duties at any time.

WHO WE ARE

Our vision is to Protect, Strengthen and Grow our nonprofit clients and charitably minded families. We believe there is no pursuit more important than this; because we believe the work we do, now and in the future, will not only shape our lives but will empower the many organizations that truly transform lives. This vision forms an authentic pathway to our mission—to be an innovative and vigilant caretaker of the funds and assets entrusted to us by the nonprofits and generous individuals we serve through effective asset management, gift planning strategies and account support services. It is the outcome we work towards together—to have a greater impact on the world and individual lives. We hope you will decide to join us on this incredible journey.

HighGround is committed to our brand promise and our core values. As such, we expect that you will strive to keep our clients at the center of everything you do, be honest, remain professional at all times, exhibit humility and think outside of the box as our founders did, who were pioneering and visionary when our journey began in 1930.

HighGround offers a comprehensive benefits package that includes a medical, dental, disability insurance, retirement plan and more, but don't take our word for it, have a look at what other HighGrounders are saying and learn more about our benefits here

<https://www.highgroundadvisors.org/careers>.

If you are interested in becoming a part of the HighGround team, please email your resume and cover letter to HR@highgroundadvisors.org.