



Job title	<i>OFFICE COORDINATOR</i>
Reports to	<i>OWNER/PRESIDENT</i>

Job purpose

Assists and liaisons between clients and client's requests by implementing marketing and advertising campaigns, track and report all data. Point of contact for clients, customer relations and all office related inquiries. Concepts and creates marketing materials, manages projects and ensures company messages are consistent.

Duties and responsibilities

- Provides client and customer care
- Prepare, submit, approval and track client order estimates
- Place, track and confirm client orders
- Track client radio ads and billboard ads
- Create client invoices
- Accounts Payable
- Accounts Receivable
- Enter and track company expenses
- Keep promotional materials ready by coordinating requirements with graphics department; inventory stock
- Support sales staff by providing sales data, market trends, forecasts, account analysis, new product information
- Plan meetings and trade shows by identifying, assembling and coordinating requirements; establishing contacts; developing schedules and assignments; coordinating mailing lists
- Updates job knowledge by participating in educational opportunities
- Accomplishes organization goals by accepting ownership for accomplishing new and different requests; exploring opportunities to add value to job accomplishments
- Social Media
 - Create, Track and Report on Client Facebook Advertising
 - Research industry trends and post on company and client Facebook Pages
 - Update all company Social Media sites with original and industry leading posts

Qualifications

Direct Marketing, Business to Consumer Marketing, Market Research, Coordination, Project Management, Organization, Multi-Tasking, Attention to Detail, Reporting Research Results, Customer Service, Understanding the Customer, Process Improvement, Initiative and Planning, Financial Skills

Approved by:	
Date approved:	
Reviewed:	