



318 Main Street, Suite 400
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812-423-2020
evansvilleregion.com

POSITION DESCRIPTION: Administrative Coordinator

Effective: September 2021
Type: Full-time, Non-Exempt
Reports to: Operations Director & Secretary to the Board

- Are you a strong team player with the ability to multitask and adapt to different situations?
- Do you have strong attention to detail?
- Are you a proactive thinker able to anticipate the needs of others?
- Are you resourceful?
- Does the idea of building a better community and Evansville Region excite you?

The Evansville Regional Economic Partnership (E-REP) is passionate about building a stronger Evansville Region. The Administrative Coordinator is often the first point of contact for E-REP and considered the ambassador for the organization providing friendly, courteous and high-quality customer service. The position is responsible for providing administrative details and communications, reserving and setting up conference rooms, assisting with room technology setup, greeting visitors and ordering office supplies. In addition, this position provides administrative support for financial functions including preparing daily bank deposits and processing credit card payments. This position works closely with all E-REP team, members and coworking members.

The Administrative Coordinator is a strong communicator with excellent written, oral communication and interpersonal skills. The position requires strong administrative skills. A successful Administrative Coordinator will need the ability to adapt to an ever-changing work environment and the ability to multi-task while collaborating across departments.

Scope of Work

The role and responsibilities of the position will include but not be limited to the following:

- Provides friendly, courteous, positive, high-quality service.
- Promptly and professionally answers E-REP general emails and phones and forward calls and emails to appropriate team member.

- Maintains and updates member information in database program.
- Promotes, projects and maintains a positive image of the organization.
- Provides research and/or compiles requested area information for visitors/callers.
- Assembles relocation packets and distribute as requested.
- Assembles new E-REP member packets and distributes and/or has on hand for Account Executive.
- Organizes and routes incoming mail.
- Orders and maintains office supplies.
- Maintains the E-REP phone systems, copiers, and postage machine.
- Faxes documents when necessary.
- Maintains conference rooms including scheduling of meetings, stocking of beverages and general set-up and clean up.
- Maintains working knowledge of meeting room equipment i.e., projector; teleconference; computers; televisions.
- Ensures the breakroom is clean and organized, and office equipment is functioning properly and “work ready”.
- Provides administrative support for financial functions.
- Prepares and makes the daily bank deposit and processes credit card transactions.
- Processes accounts payable transactions and other light bookkeeping tasks.
- Responsible for mailing account payable checks.
- Provides administrative support for the Account Executive and/or Member Engagement Specialist.
- Assists with administrative tasks setting up new coworking members.
- Assists with large bulk mailings.
- Assists with parking validations.
- Reports to workstation as scheduled, on time and ready to work.
- Ability to work independently when necessary.
- Demonstrates exceptional organizational, planning and multi-tasking skills.
- Ability to retain and memorize bulk information.
- Flexible in assigned work schedule and job task(s).

Key Qualifications and Personal Attributes:

Education:

This position requires an associate degree (A. A.) from a two-year university, college, or technical school; or four to six years related experience and/or training; or equivalent experience.

Experience:

- 4-6 years of professional experience preferred.
- Prior light bookkeeping support preferred.

Skills:

Proper Etiquette - Excellent interpersonal skills both in person and by phone, with high professionalism. Excellent customer service ethic and high expectations for quality.

Resourcefulness - Able to accomplish projects with little supervision.

Tech Savviness - Able to troubleshoot technology issues.

Computer Skills - Proficient in Microsoft Office Suite and the ability to use multiple databases to run reports and enter data.

Interpersonal Skills - Focuses on solving conflict, not blaming; maintains confidentiality; demonstrates strong listening skills; remains open to others' ideas and tries new things.

Oral and written communication - Speaks clearly and persuasively in positive or negative situations; listens and gets clarification; responds well to questions; participates in meetings. Writes clearly and informatively; edits work for spelling and grammar; varies writing style to meet needs; presents numerical data effectively; able to read and interpret written information.

Teamwork - Balances team and individual responsibilities; exhibits objectivity and openness to others' views; gives and welcomes feedback; contributes to building a positive team spirit; puts success of team above own interests; supports everyone's efforts to succeed.

E-REP is proud to be an equal opportunity employer focused on fostering an inclusive workplace and committed to hiring a workforce comprised of diverse backgrounds, cultures and thinking styles.

About the Evansville Regional Economic Partnership:

The Evansville Regional Economic Partnership (E-REP) was formed on April 1, 2021, as a result of a strategic alignment of three existing business organizations serving the Southwestern Indiana area – Southwest Indiana Chamber of Commerce (Chamber), Economic Development Coalition of Southwest Indiana (EDC) and the Growth Alliance for Greater Evansville (GAGE) as well as two separate Foundations—Southwest Indiana Chamber Foundation, Inc. and Quad County Development Commission, Inc. This unique and innovative partnership, which includes a 1,500-member Chamber of Commerce and Southwest Indiana's two leading economic development organizations, represents a comprehensive approach to support the business community. The primary mission of E-REP is to encourage business attraction and expansion, job creation, and business investment to foster and promote a thriving economy throughout Southwest Indiana. By aligning the three organizations and the two foundations, E-REP provides a more comprehensive set of supports and services and is as the single point of contact for companies looking to locate or expand in Southwest Indiana. In addition, through effective and ongoing advocacy efforts, E-REP represents a powerful voice in promoting policies that foster a more business friendly environment throughout the region. The regional partnership with the Indiana Small Business Development Center continues with E-REP. Guiding Principles for E-REP:

- Operates regionally
- Commitment to equitable prosperity
- Small business is front and center
- Leverage the unique value of both the public and private sectors in delivering success
- Advances regional prosperity and global relevance

More information can be found at <https://evansvilleregion.com>