



The Offices at Legacy Village
25333 Cedar Road, Suite 300
Lyndhurst, Ohio 44124
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Office Coordinator

Reports to: Office Manager

The Office Coordinator performs a variety of office, accounting, and IT tasks in an effort to maintain the daily operations of the corporate office. Duties of the position include:

Office

- Maintain positive relationships with office and IT vendors; periodically review contracts and assist with contract renewals.
- Maintain a safe and healthy environment for the staff by overseeing the cleaning company and placing maintenance/repair calls as needed.
- Coordinate the Company's Wellness Program including kitchen displays and wellness events.
- Plan and coordinate various staff events and lunches.
- Prepare and distribute internally a company newsletter on a quarterly basis.
- Manage and update the Company's website and LinkedIn account.
- Answer phones and greet all office guests and delivery personnel.
- Sort and distribute incoming mail.
- Order and restock office supplies; maintain copy stations and mailroom.

IT & Equipment

- Place service calls on existing office equipment as needed.
- Assist with order and setup of new devices for staff members (i.e. phones, iPads, laptops, desktops).
- Coordinate with Office & HR Manager and/or outside IT support in purchasing computer equipment, software, or other IT supplies.

- Assist with IT issues that arise throughout the office, i.e. troubleshooting, power outages/ battery back-ups, etc.
- Function as secondary support for matters where staff cannot contact outside IT ticketing system themselves.
- Assist with IT projects by creating/updating Project Action Plans, attending project meetings, tracking important dates, and provide general support as needed to complete the project successfully.

Accounting

- Assist with annual First Interstate Properties budget preparation; review budget vs. actual reports; provide input on expenses and capital expenditures.
- Generate monthly and annual invoices.
- Code incoming bills for the Office & HR Manager to approve for payment.
- Use Excel spreadsheets to sort and total office expenses including FedEx and credit card charges.
- Maintain the FIP Vendors Payable List and provide regular updates to the Office & HR Manager.

Essential Skills:

- ☐ High School Diploma or equivalent
- ☐ College degree preferred, but not required
- ☐ 2 years of administrative experience in a professional office setting
- ☐ Able to manage and successfully complete projects from start to finish and present updates to management in an organized and professional manner
- ☐ Proficient user of Microsoft 365 (Outlook, Word, Excel) and Windows 11
- ☐ Use Excel to create spreadsheets with basic formulas and formatting (sort, hide/unhide, summation, modifying page layout and print settings)
- ☐ Experience with standard office equipment – copiers, printers, scanners
- ☐ Familiarity with common IT terminology (e.g. "router," "server", "IP address")
- ☐ Excellent verbal skills and ability to convey messages clearly and concisely
- ☐ Excellent written skills with proper use of grammar and professional tone
- ☐ Able to prioritize workload to meet departmental needs while shifting between duties
- ☐ Able to work across multiple departments to meet multiple demands

Non-Essential Skills:

- ☐ Experience using a postage meter
- ☐ Knowledge of QuickBooks accounting software
- ☐ Small event planning

Benefits provided by First Interstate Properties include:

- ☐ Paid vacation, sick, holiday, and medical leave
- ☐ Healthcare insurance for medical, dental, and vision beginning on first day of employment
- ☐ Optional life insurance and disability insurance
- ☐ 401(k) Retirement Plan with annual employer contribution
- ☐ On-site fitness room and shower room
- ☐ Free covered parking garage
- ☐ Free coffee, flavored seltzer water, and snacks provided daily
- ☐ Office located inside of the beautiful Legacy Village shopping center in Lyndhurst, Ohio with quick access to restaurants and shopping