

Office Coordinator, Operational Excellence

This position is responsible for the execution of administrative and support functions for Operational Excellence. Requires a high degree of skill, initiative, organization, reliability and the ability to multi-task.

Must have the ability to rapidly acquire knowledge of the departments and the ability to work in environments that require a high degree of confidentiality. This position will assist with continuous improvement projects throughout the organization.

This position will interact with departmental staff and all levels of management to fulfill their day-to-day responsibilities so it is important to possess excellent communication, time management, organizational and interpersonal skills. The ability to multitask will be important.

Responsibilities include performing general administrative functions for the staff, e.g., making copies, handling incoming and outgoing mail, filing, taking and relaying department phone calls and messages, calendaring and schedule management, meeting preparation and coordination, and taking and relaying department phone calls and messages. Perform other special assignments and special projects as directed by the department Directors. Preparing correspondence and other communications related to Rapid Results, e.g. scheduling Rapid Results workshops, follow up sessions and report outs; preparing meeting materials and other event needs; consolidating meeting follow up to be reported on the State Portal; coordinating team photos and updates for Tues Times and Wall of Fame.

Education and Experience Requirements:

Bachelor degree required with at least two years of related administrative/process improvement work experience. Organized and efficient with the ability to undertake multiple projects with accountability. Self-starter with attention to detail. Supports organization goals, culture and must have a strong work ethic. Meeting planning and project management experience are essential for this position. Along with enthusiasm, excellent communication skills with excellent customer service skills at all times. Proficiency in Microsoft Word, Excel, PowerPoint and Visio required. This position places heavy emphasis on attention to detail, communications, and coordination across all departments, teamwork, and quality of work performance.

Excellent benefits package, including 401(k); immediate vesting.

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