



Administrative Coordinator

Detailed Job Description
Reports to: Human Resources
Exempt

THE POSITION:

Panther is seeking to fill an immediate need for an Administrative Coordinator at its corporate office in Woburn, MA. The Administrative Coordinator will ensure that all administrative, organizational, and clerical functions of the office run smoothly on a day-to-day basis. This individual should be highly organized, process oriented and have strong interpersonal skills and interdepartmental understanding, as well as some knowledge of accounting.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Assisting management in the preparation of letters, correspondence, reports, and presentations
- Providing support to the accounting department, including basic payment processing accounts payable
- Organizing and maintaining the physical appearance of the office
- Coordinating repairs and routine visits from vendors (copier, printer, shred-it, etc.)
- Managing the office mailing systems including USPS, UPS and FedEx accounts, and daily mail distribution
- Ensuring company forms and policies are kept current, distributed for signature when needed, and used by all company employees when needed
- Ordering and maintaining stock and inventory of all office supplies, materials, equipment, kitchen and lunch items
- Implementing and enforcing interdepartmental processes to streamline routine and recurring tasks
- Managing the corporate calendars, conference rooms, and travel schedules
- Greeting all visitors, guests, and clients

QUALIFICATIONS AND SKILLS:

- Proficient in Microsoft Office Suite required (especially Excel and Word), ADOBE and Power Point are a must, conventional IT knowledge is a must.
- Timberline, OneSite, RealPage or similar property management software is a big plus, but not required
- Self-motivated, highly organized, detail oriented, with an energetic 'can-do' attitude.
- Other duties or projects as assigned.

Candidates should possess at least 2 years of experience as an office manager, administrative assistant, and/or basic accounting. Prior experience at a law firm, real estate company, or accounting/tax firm is a plus.

Associates degree or Bachelors degree required.

This is a full-time salaried position, offering competitive benefits and paid time off.

Please send resume to: HR@Pantherrm.com