**Administrative Coordinator**

The Administrative Coordinator is the first point of contact for visitors to Kawartha Lakes Construction. As the face of first impressions, this role represents the company in a positive and professional manner and provides impeccable service to clients, staff and all visitors to Kawartha Lakes Construction. This position also provides administrative assistance to support operations.

**Essential Duties & Responsibilities**

* Manage the front desk (receive, direct, and relay messages, greet walk in visitors and direct accordingly) with a constant focus on providing an exceptional experience to all
* Screen, pre-qualify and input new lead information into system, track lead source and progress as they move through sales process
* Coordinate internal meetings, employee events and special occasions
* Ensure efficient daily functioning of office through maintaining office supplies inventory, equipment, building maintenance and kitchen area and supplies
* Send out 11 month warranty check- in to clients and monitor status of active warranty requests, coordinate with service department and project development team to maintain a high level of client satisfaction
* Liaise with external resources to resolve any phone, internet or server issues impacting office
* Provide administrative assistance to support daily operations and various duties as required

**Competencies**

* Positive and friendly disposition with strong interpersonal and communication skills
* Maintain a high attention to detail in completion of all job tasks
* Ability to work to schedule completing tasks on time

**Required Qualifications & Experience**

* 2 or more years related experience
* A College diploma, or combined academic background/experience in business administration
* Proficient with Microsoft Office (Outlook, Word, Excel and MailChimp)
* Familiar with basic electronic file management and mobile device maintenance

**Demands Analysis**

**Mental**

* Work to tight deadlines to complete projects; requires focus, precision and high attention to detail in work; deals with constant interruptions while completing tasks

**Relationships**

* Regularly uses interpersonal skills to deal with a wide variety of people on various issues

**Physical**

* Long hours sitting which can cause strain; will do some lifting of supplies from time to time

**Environmental**

* Spends majority of time within the office; occasionally exposed to weather outdoors

**Equipment**

* Uses standard office tools (computer, telephone, printers) used to complete tasks