



Job Description

Apply at lingraphica.com/careers

Job Title: Office Coordinator

Department: Operations

Reports To: Director of Operations & Contracts

Location: Princeton, NJ

Schedule: Part-time (Approximately 10-20 hours/week)

Travel: 0-5%; Local travel by car as needed for occasional errands

Purpose:

The Office Coordinator is responsible for assisting in the daily operations of the office and supporting the administrative functions of the company. Duties range from coordinating company travel, meetings and events, to partnering with vendors, and being the liaison to building management.

Essential Duties & Responsibilities:

- Provides excellent, inviting support to employees and visitors to the Princeton, NJ office
- Sorts/scans/emails incoming mail to appropriate departments
- Ensures the office is in neat appearance and is well-organized
- Oversees office layout and resourcing of shared workspace
- Assists in the planning and execution of office events, parties, meetings and catering
- Coordinates travel plans for employees and guests, for all-company events and department meetings
- Partners with the Leadership Team and helps coordinate logistics related to the annual company meeting
- Partners with Director of Operations & Contracts in budget planning for annual office budget and operates within the budget
- Organizes and purchases all office supplies and coordinates shipping, where applicable
- Administers the home office and wellness stipend programs and maintains the spreadsheet, accounting for employee spend
- Works with and maintains relationships with company's vendors related to the office and staff; makes recommendations to Director regarding vendors and contracts
- Acts as liaison to office building/facility manager and landlord; communicates with in-office employees as needed
- Partners with Director of Operations in the coordination of office relocation and/or build out, lease renewal, etc.
- Assists with FDA/CMS/other accreditation inspections
- Travels locally for errands as needed, i.e. (stamps, pick up a candidate or catering, etc.)
- Maintains the in-office resource library, and coordinates loan requests
- Supports initiatives, projects and goals of the CEO, Directors, and Managers
- May be required to perform other duties as assigned

cont.



Job Description (cont.)

Knowledge, Skills & Abilities:

- Excellent verbal and written communication skills
- Excellent organizational skills and attention to detail
- Excellent interpersonal, negotiation, and conflict resolution skills
- Excellent time management skills with a proven ability to meet deadlines
- Strong problem-solving skills
- Ability to prioritize and handle multiple tasks
- Proficient with Microsoft Office Suite or related software
- Ability to pick up new technology quickly
- Valid driver's license in good standing

Education/Experience:

- High School Diploma or GED
- Training on computer applications such as Microsoft Office or proficient working knowledge
- 1-3 years office administration experience, preferred

Work Environment & Physical Demands:

Work environment is that of a typical office environment. Noise level is low to moderate. Must be able to operate a computer with or without a reasonable accommodation. Must be able to lift and carry up to 25 lbs. Position requires lifting overhead, twisting, bending and squatting to lift boxes or office equipment.

Accommodations:

To perform this job successfully, an individual must be able to perform each essential duty and physical demand satisfactorily. The requirements listed above are representative of the knowledge, skills, and/or ability abilities and physical demands required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Last Updated: 9/13/21