

## Office Coordinator

Stahl Sheaffer is currently seeking to hire a full-time Office Coordinator to join our State College team to manage front office and administrative tasks for staff and clients at our main office as well as assist at some of our regional offices.

### Position Responsibilities:

- Proficiently complete daily office administrative tasks using various software including Microsoft Office
- Maintain the company phone systems to answer, screen, and forward calls
- Handle the incoming and outgoing correspondence
- Order and maintain office supplies and equipment for various offices
- Coordinate staff travel needs
- Assist with administrative tasks for client projects
- Assist with administrative tasks for in-house initiatives
- Assist with administrative tasks for marketing initiatives

### Required Skills & Experience:

- Completion of relevant course in business and office-related curriculum
- Ability to be self-motivated
- Strong verbal, written, and interpersonal skills
- Proficiency in Microsoft Office programs
- Strong customer service orientation

### Minimum Requirements for the Position:

- 2+ years of relevant experience
- Ability to lift at least 20 lbs.
- A valid driver's license and daily access to a motor vehicle