



OFFICE SERVICES COORDINATOR/OFFICE COORDINATOR

Responsibilities:

- Maintain Office Services information on the intranet and around the building
- Responsible for maintaining new employee orientation information and conducting the office services portion of orientation
- Responsible for office set up, employee photos and security badges and interacting with Human Resources for service request forms
- Maintain the supply closet, providing supplies to employees in the main office when needed
- Assist the manager with various tasks, projects, and assignments.
- Order and submit business card requests
- Order office material & supplies at request of the supervisor and other management staff
- Confirm sufficient resources are provided at common office stations and equipment (copy/fax paper, pen/pencils, staples, etc.)
- Update necessary forms to administer reception, conference rooms, and kitchen areas: sign in/out sheet, conference schedule, telephone extension list, and field staff mailing
- Interact with all departments, including field and home office
- Assist with document storage including the coordination of retrieval, archive documents and record keeping

Qualifications:

- Knowledge of principles and practices of business and general office management
- Basic research methods and techniques
- Computer applications used in general office settings, including Microsoft Office Suite, email and internet search engines
- Basic math and standard English grammar and usage
- 1-2 years related experience

Physical Demands and Work Environment:

Physical condition that will permit activities including, but not limited to, heavy lifting, pushing, stooping, climbing ladders and working under adverse temperatures and/or weather conditions While performing the duties of this job, the employee is regularly required to sit and stand for long periods of time; talk or hear; perform fine motor, hand and finger skills in the use of a keyboard, telephone, or writing. The employee is frequently required to stand; walk; and reach with arms and/or hands. Specific vision abilities include close vision, distance vision, depth perception and the ability to adjust focus. The employee will spend their time in an office environment with a quiet to moderate noise level.

Necessary Attributes:

- Candidate must possess Messam's Core Values: Passion, Integrity, Hard Work and Professionalism
- Detailed Oriented
- Ability to work in a fast paced, ever changing environment
- Ability to adapt to various personalities and situations



- Attention to detail and consistent follow up necessary
- Effective Time Management

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