

Client Services Coordinator & Office Administrator

Job Description The Timothy Group

Job Summary:

As part of our client services team, The Client Services Coordinator & Office Administrator works closely with consultants to serve the Timothy Group's nonprofit clients. Additionally, this role oversees our office space and is vital to our day-to-day in-office operations. The Client Services Coordinator & Office Administrator reports directly to the VP of Operations, Jonathan Helder, and the VP of Client Services, Jerry Grimes.

Qualifications

Preferred Education and Experience:

- Bachelor's degree in business or related field.
- 1-2 years of relevant business experience.
- Dependable mode of transportation required.
- Past project management experience (i.e. Jira, Asana)

Functional Knowledge and Business Expertise Required:

- Ability to be a self-starter, organized, and proactive.
- Strong organizational skills with attention to detail.
- Ability to set and meet goals by working independently and in a team environment.
- Strong written, verbal, and interpersonal communication skills.
- Excellent computer skills including proficiency in Microsoft Office Suite
- Experience with standard office equipment.
- Ability to manage multiple projects/tasks simultaneously.
- Demonstrated willingness to be flexible and adaptable to changing priorities.

Responsibilities

Client Services Coordinator:

- Create client documents and materials as needed.
- Learn our project management tools and practices to increase team efficiency.
- Coordinate client meetings
- Create and track marketing packets delivered to potential clients.

Office Administrator:

- Greeting office guests and answering our general phone line.
- Manage book sales and book inventory.
- Purchasing supplies
- Managing office events and conferences
- Process incoming mail & manage outgoing mail and shipping.
- Posting email newsletters and website updates
- Manage State Registrations
- Proof internal and external documents.

Details:

- Work hours: Up to 30 hours, primarily onsite during standard office hours (9a-5p) with limited nights. We are open to some hybrid and flexible scheduling.
- Benefits: Paid time off
- Compensation: \$20-\$25/hr, depending on experience.

For additional information please contact Rich Cummins, at rcummins@timothygroup.com.