

HARPER INTERNATIONAL

POSITION DESCRIPTION

The Position Description is the tool used by Harper International to communicate and clarify the essential job functions, establish the basis for performance expectations, and identify training needs for each position.

Part I - Reporting Structure

Date of last revision: April 2024

Job Title: Office Coordinator

Reports To: CFO

Department: Administration

Status: Part Time, Non-Exempt

Completed By: HR

Part II – Position Objective

The Office Coordinator is a part time, 20 hour/week, position and is expected to have a presence in the front office Monday-Friday from 10:00am-2:00pm. This position provides general office support with a variety of clerical activities and related tasks, including greeting guests and requisition of supplies as well as additional clerical duties for other departments as requested. Assists the Engineering, Purchasing, and Manufacturing departments to help ensure the all-around success of the company.

Part III – Job Responsibilities

Essential Duties

1. Assist Engineering department by uploading drawings to the FTP site
2. Assist Quality department with documentation from vendors for current jobs
3. Greet, sign in, and assign appropriate ID badge for all visitors
4. Work as liaison between Harper International and Calspan, including maintenance requests, special construction instructions, auditorium reservations, etc.
5. Execute hospitality related functions such as setup and clean up of food/coffee in conference rooms, ordering food, and stocking the fridge
6. Order, maintain and stock all office supplies and monitor and evaluate vendor pricing for HQ and the shop, and keep the HQ storage area neat and organized
7. Ensure kitchen is stocked
8. Assist with items such as travel arrangements, SORM packages, and Visa/Passport requests as needed
9. Answer phones and direct calls accordingly

IV – Knowledge, Skills, Education

1. 1 year of customer service experience
2. Knowledge of MS office (Word, Excel, and Outlook) required
3. Knowledge of Syteline and basic CRM preferred
4. Excellent verbal communication skills
5. Customer service driven – both internal and external customers
6. Ability to take initiative and work with minimal supervision
7. Excellent critical thinking skills

V - Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to walk. The employee is frequently required to sit, use hands, reach with hands and arms, talk and hear. A majority of the time will be spent at the computer. The employee is occasionally required to stand, stoop, kneel, crouch or crawl. The employee may be required to lift up to 20 pounds.

VI – Compensation

\$22.00-\$25.00/hour

Individual compensation is based on various factors unique to each candidate, including skill set, experience, qualifications, and other position related components.