

## Office Coordinator

### Is this you?

- ✓ You've been out of the business world for a while, the kids are off to grade school now, and you're looking for a new challenge
- ✓ You don't miss the stress of your old job, but love keeping busy and juggling a bunch of different tasks
- ✓ You have previous experience in administration
- ✓ You have an entrepreneurial spirit and high energy
- ✓ You think outside the box

Potential to work for 3 entrepreneurs with diverse businesses, all located in the Annex-Wychwood area: one in Professional Organizing, one in Real Estate, and one new, small (but growing) business in the Arts.

### Essential Duties:

- Communicate professionally with team members and clients by phone, email, and text
- Maintain and nurture client relationships
- Maintain client databases
- Participate in brainstorming meetings and implement action items
- Coordinate supplies and teams for projects
- Invoicing, receipt filing, and basic accounts receivable
- Manage appointment scheduling for each company
- Social media posts and maintenance

### Required Skills:

- Familiarity with social media platforms
- Computer/technology savvy
- Adept with Excel, Word, Outlook
- Ability to multi-task and handle a wide range of business details with limited supervision
- Mature, proactive, independent, outgoing, creative thinker, and positive attitude
- Strong, professional writing and phone skills
- Research skills
- Attention to detail
- Priority will be given to candidates with a valid driver's license and a car

Please send resume to [jobpost@spotonorganizing.com](mailto:jobpost@spotonorganizing.com)