



OFFICE COORDINATOR

J. Uno & Associates, Inc. (UNO) is a construction cost consulting company. Our estimators provide cost estimates to architects and engineers throughout the design process. We take on 400 new projects and provide thousands of estimates to clients each year. We understand our most valuable asset is our people, and we promote a culture that values the well-being of our team and provides an environment of growth and productivity. As a small team of fifteen, each person is often asked to wear multiple hats, and it is normal for responsibilities to increase or evolve over time. We are a high-performing team, and each member's role is necessary for the company to function smoothly. We are fortunate to be an essential business that has had consistent business and activity throughout the COVID-19 pandemic.

Reporting to the Chief Operating Officer (COO), the Office Coordinator (OC) will be responsible for the administrative needs of the company as well as the physical needs of office locations. (S)he will work closely with the operations team on a day-to-day basis. In addition to ensuring office operations run smoothly, the OC is also the lead event coordinator for the company and steer heads activities that maintain and improve company culture.

DETAILS

- This position is a full-time, hourly, and non-exempt role.
- The schedule is Monday through Friday from 8:00 AM to 5:00 PM, with a one-hour unpaid lunch break.
- Remote work is not available for this position.
- Pay will be commensurate with experience and ability.

PRIMARY DUTIES & RESPONSIBILITIES

- Oversee all office operations.
- Maintain a clean and organized appearance in common areas that meet CDC requirements for a safe work environment.
- Ensure an adequate level of office supplies and ensure they are organized and available.
- Sort and distribute incoming and outgoing mail.
- Answer the phone and greet visitors using a professional and courteous manner.
- Greet office guests, manage the sign-in and escorting process, and create a hospitable environment.
- Perform routine and requested errands.
- Format and create documents for team members as requested.
- Schedule, coordinate, and provide support for team events and meetings.

- Coordinate schedules and prepare itineraries for team members.
- Coordinate military base passes and project location access for team members.
- Book travel arrangements for staff.
- File and retrieve documents and research materials.
- Process business account deposits.
- Work with the COO and third-party accountant to process accounts payable and reimbursements.
- Work with the Project Coordinator to create and distribute project invoices and monthly statements.
- Assist the Project Coordinator with subconsultant agreements, Certificate of Insurance (COI) management, and other contract-related tasks.
- Prepare correspondence, reports, memos, and documents using provided tools.
- Train team members and create instructional documents for equipment, software, and processes.
- Work with COO to post company news, listings, and ads on the company website and social media accounts.
- Assist with marketing efforts as requested.
- Lead the team Wellness Committee by scheduling and running meetings, creating agendas, and coordinating team challenges and prizes.
- Work on seasonal and temporary projects.
- Provide administrative support to affiliated non-profits.

REQUIREMENTS

- **Screening Process** – As a federal contractor, our company is required to perform drug tests and background checks on all employees.
- **Vehicle** – The OC must have access to a vehicle that (s)he will use for company errands, such as picking up office supplies, deliveries to clients or remote team members, bank deposits, and post office runs. The company will reimburse the OC for mileage during these activities.
- **Physical Demands** – The physical demands and work environment 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 position, the employee is regularly required to sit, use hands to handle or feel, and talk/hear. The employee is frequently required to reach with hands and arms. The employee is occasionally required to stand, walk and stoop, kneel, crouch, or crawl. The employee may need to lift and/or move up to 30 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

EXPERIENCE & EDUCATION

- 3+ years of administrative support experience or equivalent
- Proficiency in Microsoft Word, Excel, and PowerPoint
- Excellent communication skills, both written and oral
- Event Coordination experience preferred

- Experience with Google Workspace (Gmail, Calendar, Drive, Meet, Chat) preferred
- Bachelor's degree or equivalent preferred

SKILLS & PRACTICES

- **Customer Service** – Demonstrates the ability to deliver excellence by taking personal accountability for achieving high-quality outcomes.
- **Organization** – Stay organized to meet deadlines and ensure all projects are completed. It is common for the OC to assist with or take on multiple projects at a time.
- **High Attention to Detail** – Accuracy in grammar & spelling, formatting, coordinating schedules, creating instructions for team members, and all other duties.
- **Aptitude for Learning** – Ability to learn, comprehend, and implement new processes and technologies frequently.
- **Formatting** – Format and create documents for team members. The OC must be very familiar with Microsoft Word, Microsoft Excel, and other tools the company uses. To learn software, the company may provide access to online training or courses for the OC at request.
- **Resourcefulness** – Research equipment, information on policies, and other things the company may implement.
- **Training** – Train team members on software and processes either via presentation during team meetings or a one-on-one basis. Create manuals and step-by-step documents the team can refer to at any time. Requires someone who is patient and has a helpful attitude that can flex training styles based on team members' familiarity with technology and concepts.
- **High Communication** – Proactively communicate with others regarding updates or questions.
- **Teamwork** – Balance team and individual responsibilities; exhibit objectivity and openness to others' views; give and welcome feedback; contribute to building a positive team spirit; put success of team above own interests; able to build morale and group commitments to goals and objectives; and support everyone's efforts to succeed.
- **Ethics** – Earn others' trust and respect through consistent honesty and professionalism in all interactions. We expect team members to treat people with respect; keep commitments; inspire the trust of others; work with integrity; and uphold organizational values.

EMPLOYEE BENEFITS

If hired as an employee of the Company, you will be eligible to participate in a number of Company-sponsored benefits.

Upon your first day with us, you will be eligible for the following benefits:

- HMSA Medical Insurance – Active upon the first day of the month following your start date. The company currently covers 100% of your monthly insurance costs.
- Paid Holidays – Based on the General Contractors Labor Association Holiday Schedule

After a 3-Month Introductory Period, you will become eligible for the following benefits:

- Paid Time Off (PTO) – 5 days
- Group Life Insurance and Accidental Death and Dismemberment (AD&D)

- Life Insurance – Coverage of \$100,000.00
- Long Term Group Disability Insurance (LDI)
- Supplemental Income Protection
- Retirement Plan Protection

After one year of employment, you will become eligible for the following benefits:

- Paid Time Off (PTO) – 15 days per calendar year
- 401K Enrollment – 3% employer contribution and profit-sharing

NEXT STEPS

If you are interested in this position, please follow the instructions below:

1. Email your **resume** and **cover letter** to Gail at staffing@j-uno.com.
2. All interviews will take place virtually. If you are contacted for an interview, please be prepared to do a video conference with us via **Google Meet**. Test your sound and video beforehand to eliminate troubleshooting during the interview.
3. After the interview, you may be asked to do an exercise that will give us an idea of your current technological, formatting, and training skills.
4. References will be required.
5. Employment will be contingent on passing a background check and drug test.

EQUAL OPPORTUNITY EMPLOYER

The Company is an equal opportunity employer. Applicants are considered for positions without discriminating on the basis of race, color, religion, national origin, ancestry, sex (including gender identity or expression), sexual orientation, age, disability, genetic information, marital status, arrest and court record, credit history, reproductive health decision, domestic or sexual violence victim status, veteran/military status, citizenship status, or any other characteristic protected by federal, state, or local law.