

**Umpqua Indian Development Corporation (UIDC)**  
**Umpqua Business Center**  
**Position Description**

**Position Title: Office Coordinator**

**Department: Admin**

**Reports To: COO**

**FLSA Designation:**

**Date Written/Revised: 4/19/2022**

**POSITION PURPOSE:**

Responsible for the day to day office and clerical tasks. This Team Member will be an integral part in ensuring that our office operations run smoothly and is successful in supporting other business activities.

**ESSENTIAL FUNCTIONS:**

- Maintains an organized and confidential filing system for the department.
- Support other teams with various administrative tasks (redirecting calls, disseminating correspondence, scheduling meetings etc.)
- Greet and assist visitors when they arrive at the office
- Monitor office expenditures and handle all office contracts
- Deal with customer complaints or issues
- Monitor office supplies inventory and place orders
- Produces a variety of routine reports, letters, and other correspondence. Ensures accuracy of information prior to copying and disseminating.
- Other duties as assigned.

**QUALIFICATIONS:**

- High School Diploma or GED Certificate required.
- 3+ years' experience of working in an Office Coordinator role or relevant position.
- Intermediate computer skills in Microsoft Word, Excel and Outlook required.
- Ability to handle multiple priorities and tasks.
- Excellent organizational, verbal, interpersonal, and customer relations skills.
- Able to read and comprehend written instructions.
- Current and valid Oregon Driver's License with the ability to qualify for the UIDC Drivers Program.

