# General Role Description

The Office Coordinator is responsible for greeting clients answering phones and supporting administrative and direct service staff in accordance with Riverview Center’s mission, vision and values.

# Duties and Responsibilities

* Welcome clients and visitors to the office and assist them as needed
* Answer multi-line phone system and route calls to appropriate persons
* Take and deliver phone messages
* Manage, sort, and dispense incoming mail and deliveries
* Perform general bookkeeping duties
* Suggest changes to office task workflow in order to improve efficiency
* Maintain an organized work space at all times
* Maintain office supply inventory and order supplies as needed according to the approved ordering process.
* Assist with office cleaning and organization
* Provide administrative support to the Director Team
* Participate in agency awareness and fundraising events
* Perform other duties as assigned

# General Requirements

* Bachelor’s Degree in Business, Accounting or similar field preferred
* Experience in the field of sexual and domestic violence preferred
* Proficient computer skills including Microsoft programs, QuickBooks experience preferred
* Excellent oral and written communication skills
* Strong organizational skills
* Excellent interpersonal skills
* Ability to work flexible hours and to travel within Iowa and Illinois
* Valid driver’s license and insured transportation required
* Must complete 64-hour sexual assault and domestic violence training, attend additional trainings as required
* Ability to work both independently and as part of a team
* Commitment to the philosophy and program of Riverview Center which includes helping to create a society free from violence

**Work Environment**

When applicable and appropriate, consideration will be given to reasonable accommodations.

Mental: Clear and conceptual thinking ability; excellent judgment and discretion; ability to handle work-related stress; ability to handle multiple priorities simultaneously; and ability to meet deadlines.

Physical: Computer keyboarding, travel as required

Auditory/Visual: Hearing, vision and talking