



Full Time Administrative Coordinator for a specialty interiors contractor in the Education, Healthcare and Laboratory Market Segment

Do you want to join a winning culture?

How about finding your professional home with people you enjoy working with?

NEIS Collective a leading cabinet, casework, fume hoods and equipment dealership selling furniture interiors in the K-12, College/University, Laboratory and Healthcare market segments has an immediate opening for a full time Administrative Coordinator in our Lewis Center, OH office.

The Administrative Coordinator is responsible for a variety of administrative tasks involving support to both internal and external customers. This position requires a multi-tasker who thrives in a fast-paced environment and is able to prioritize their time. Duties include supporting the Divisional Manager, day-to-day office tasks and completing other administrative tasks for those on the estimating and project management teams. This position requires an effective communicator, planner, while having initiative to resolve challenges. The Administrative Coordinator works closely with peers and company leaders to ensure goals and objectives are accomplished in support of the family of companies.

Essential Duties and Responsibilities:

- Maintain office files and documents
- Coordinate and track annual tasks like vehicle registrations, DFWP training, EOE information, etc.
- Receive and distribute incoming phone calls, correspondence, invoices, contracts, etc.
- Coordinate and participate in events, meetings and luncheons
- Process required packages, assist with mailing, receiving and distribution
- Foster positive working relationships with internal and external customers
- Support Project Managers, Estimating and Sales staff
- Process truck/trailer renewals and distribute to installers
- Gather insurance quotes for company vehicles annually and maintain driver list for insurance
- Schedule truck maintenance and repairs; drop offs and pick ups
- Obtain and verify PTO time with staff calendar per Divisional Manager; report discrepancies
- Collect staff timesheets, verify against calendar and report discrepancies
- Coordinate events, hotel stays and luncheons
- Prepare, review and collect receipts for PM expense reports
- Update and send out EOE information annually
- Various administrative office duties such as copy, file, mail, phones, etc. as needed
- Assist with other tasks and special projects as needed or requested

Project Management/Estimating:

- Assist with the submittal process, samples, SOV's, change management and bulletin evaluation in support of our project managers.
- Assist the project management team with expense reports, buy outs for charges on credit cards, background checks needed for jobsites, etc.
- Coordinate and remit payment for background checks for Ohio; track background checks completed, when to renew and prepare and send certified documentation to jobsites.
- Pick up or drop off materials to jobsites on occasion
- Assist estimating team with bid forms, bonds, data entry
- Call General Contractors to gather information for project teams

Field Support:

- Coordinate materials deliveries with project managers; track deliveries, provide updates on deliveries and assist with issue resolution.
- Work with project team to communicate installation schedule and report schedule to vendors along with updating PMs; handle any issues with deliveries, etc.
- Work with field installation team in reserving hotel rooms for overnight stays

Qualifications:

- Associate degree preferred, or comparable experience, or a combination thereof
- 2 years of progressive experience
- Notary Public preferred or ability to obtain within one year of employment
- Adhere to strong values and ethical behavior
- Ability to work both independently and in a team setting
- Working knowledge of budget tracking and basic contract and accounting terminology
- Exceptional attention to detail with excellent organizational and time management skills
- Excellent interpersonal and communication skills
- Ability to identify, analyze, and suggest solutions for problems and customer concerns
- Clear adherence to company policies and procurement of rules and regulations
- Professionalism to effectively interface with all levels of internal and external customers
- Excellent computer skills including Foundation software, Microsoft Excel, Google Docs and virtual conferencing

We offer personal and professional advancement and a family friendly atmosphere that reflects our Core Values:

People - Integrity - Intention - Achievement - Humility

In addition to being a great place to work, we offer a competitive compensation package as well as generous PTO, health and welfare benefits.

If you are looking to join a winning culture with a market leader... Please send your resume in confidence to Human Resources at hr@neis.com and visit us on the web at www.neis.com to see a collection of projects we've completed with passion and creativity and see why NEIS Collective is a great place to call your professional home.

Affirmative Action Equal Opportunity Employer/Drug-Free Workplace