

# Gastroenterology Associates, P.A.

## Job Description

|                    |                            |
|--------------------|----------------------------|
| <b>Job Title</b>   | Administrative Coordinator |
| <b>Reports to</b>  | Communications Manager     |
| <b>FLSA Status</b> | Non Exempt                 |
| <b>Updated</b>     | October 4, 2021            |

### **Gastroenterology Associates Core Values:** *Excellence, Compassion, Integrity, and Gratitude*

#### **Summary:**

The Administrative Coordinator reports to the Communications Manager and oversees the day to day operations of all facilities. Coordinates with vendors and holds them accountable to service requests and cost containment. Responsible for monitoring inventory control, loss prevention and cost authenticity.

#### **Essential Duties and Responsibilities:**

Includes but not limited to the following:

- Oversee building improvements and maintenance for existing offices and endoscopy centers. Ensure preventative maintenance is completed in a timely manner by completing necessary reports.
- Ensure all facilities are sanitary, attractive, safe, secure and in orderly condition. Perform building walkthroughs and document and record any maintenance or workplace service issues, hazards or concerns. Take corrective measures as needed.
- Preparing facilities for changing weather conditions
- Scheduling routine inspections and emergency repairs with vendors
- Contracting vendor services
- Collaborating with building owners on improvements
- Partner with the Communications Manager and Executive Director on managing vendor and property management relationships and lease renewals.
- Reviews budgets, costs and inventory control. Oversees inventory and distribution of supplies.
- Coordinating and contracting with outside service vendors.
- Maintaining day to day operations of all facilities

#### **Competencies:**

- Demonstrated ability to manage several projects simultaneously.
- Demonstrated ability for problem solving, critical thinking, independent work, technical and administrative skills, and computer literacy.
- Administers and maintains a positive work climate and communicates internally with all individuals participating in projects or affected by project. Consults with department leaders in planning and executing projects when appropriate.
- Consistently accurate in communication, both written and verbal. Speaks clearly and positively. Listens and obtains clarification while taking control of calls to ensure that all needed information is obtained.

- Consistently at work and on time ensuring the facilities department has coverage at all times.
- Maintain confidentiality, listens to others without interrupting, keeps emotions under control and remains open to others' ideas.
- Participates in collaborative and operational improvement meetings.
- Follows company policies and procedures, complete administrative tasks correctly and on time.
- Approaches others in a tactful manner and reacts well under pressure. Treats others with respect and accepts responsibility for own actions.
- Balances workload and exhibits openness to others' views. Welcomes feedback and contributes to building a positive work environment.
- Time management, organization and prioritization abilities. Keen attention to detail and efficient problem solving skills.

## **Education and/or Experience**

Two plus years of related experience or equivalent combination of education and experience.

## **Computer Skills**

To perform this job successfully, an individual needs advanced knowledge of Microsoft Word, Excel, and PowerPoint.

## **Physical Demands**

Lifting 50lbs or more regularly. Regularly sitting, talking, hearing, use of hands, reaching, walking, and standing.

## **Benefits:**

- 401(k)
- 401(k) matching
- Group Life insurance
- Dental insurance
- Vision insurance
- Health insurance
- Paid time off
- Employee Assistance Program
- Phone reimbursement stipend