

## Communication Coordinator

### Skills Needed:

Pleasant phone voice and communication skills  
Computer knowledge/Excel/Microsoft Word  
Multi-tasking and attention to detail

### Responsibilities:

Phone System  
Front Desk, Reception, and Coffee Area  
Data Entry

Office Supplies  
Fax, Copy Machine, and Printers  
Mail Machine

### Duties:

#### Phones

- Answer phones, transfer overflow of phone calls, and take messages
- Maintenance of phone system in conjunction with automation

#### Office Supplies

- Order needed office supplies
- Order Brochures, letterhead and envelopes

#### Front Desk and reception area

- Unlock the front door by 8:00 a.m. and lock it at 5:00 p.m.
- Keep front desk and coffee area neat and tidy
- Pick up mail from the Post Office in the morning, date stamp, and distribute the mail
- Apply postage to mail and drop off at the Post Office in the afternoon
- Distribute emails and faxes

#### Fax, printers and copy machine

- Maintenance, Toner, cleanings, etc.

#### Administrative Duties

- Keep Master Calendar
- Correspondence for the President
- FCIS Intranet
- Staff Events

#### Assume other job duties as assigned by RV/PL Manager

- Data input
- Mobile App maintenance
- Back up Processing
- Other duties as needed

#### Marketing

- Marketing current clients and prospecting letters
- Constant Contact mailings
- Ice Cream Socials and Rallies

#### Accounting

- Scanning and attaching account receivable mail and commission statements
- Coop advertising/tracking and submit to the Companies

\*Salary Range \$27k - \$32k

\*40 Hours a week

\*Monthly bonus opportunity after 90 days of probation

\*Health and Vision Insurance after 90 days of probation

\*401K after 1 year of employment