

Job Description:

Office Coordinator

Our Office Coordinator is the first point of contact for employees, visitors, and callers. The individual will be responsible for the day-to-day office administration and will support the coordination of internal events in the Piermont Bank office. Their focus is to ensure the smooth running of all admin duties, including but not limited to managing reception, supplies, and facilities. The Office Coordinator will perform a variety of duties in a fast-paced environment while providing an excellent service experience. You will ensure that the office runs smoothly and adds maximum value to the Bank. Office coordinators are vital in the everyday operations of the company as they are the business's main support system to make sure everything runs smoothly. We want someone who is approachable and who is excited to be a part of our company!

About the role:

- Greet office visitors
- Answer, screen, and forward incoming phone calls
- Order office supplies, water/coffee, snacks, and monitor stock levels
- Ensure organization and general cleanliness of the office environment
- Primary on-site "go-to person" for all administrative needs of the business
- Assist office personnel with administrative tasks such as accepting mail and packages
- Support with the coordination of company events
- Data entry and database upkeep as required
- Attend to general issues and fix simple problems. Contact relevant personnel for troubleshooting complex issues in various departments
- Set up meeting rooms and manage conference room calendar
- Sort and distribute mail

About You:

- Bachelor's Degree or equivalent work experience.
- At least 2-4 years of experience in an administrative role
- Excellent written and verbal communication skills.
- Vast knowledge of Microsoft Suite and Adobe
- Positive attitude, friendly demeanor, and an eagerness to learn
- Organizational and time management skills
- Consummate team player. Enthusiastic and passionate
- Extremely organized and comfortable dealing with people to uphold our high standards of customer service



- Ability to proactively listen to customer concerns and find a solution while demonstrating empathy
- Capable of working in a fast-paced environment, while maintaining positive composure
- Ability to multi-task effectively

Piermont Bank is an equal opportunity employer. We celebrate diversity and are committed to creating an inclusive environment for all employees. We do not discriminate based upon race, religion, color, national origin, political affiliation, gender (including pregnancy, childbirth, or related medical conditions), sexual orientation, gender identity, gender expression, age, status as a protected veteran, status as an individual with a disability or other applicable legally protected characteristics.