



Office Coordinator

Salary Range: \$18.21 to 23.76 per hour; Full-time

Key Pen Parks is seeking a skilled Office Coordinator to undertake a variety of day-to-day office and clerical tasks. You will be an integral part in ensuring that our office operations run smoothly, while also supporting other District activities.

Key Pen Parks is looking for a detail-oriented and focused Office Coordinator to be responsible for a wide range of tasks, such as organizational record keeping, office support, filing, and events support. This position will also take the lead on proper government records management, including filing, government records retention and organizing years of files. This position will perform data entry for Accounts Payable and payroll, supporting special events and/or assisting all office staff. Responsible for complete picnic shelter rental process and be the lead on answering office phone calls. Assist with set-up, tear down and working special/outreach events (about 20 per year).

You must have attention to detail, strong organization skills, a winning and friendly disposition, and ability to effectively handle stressful moments with a smile. Proficient in MS Office, operate photocopier, excellent verbal and written communication, strong computer skills. An excellent office coordinator is an organized and competent professional with outstanding communication skills. You will be comfortable dealing with people, answering phones, and able to carry out administrative duties with accuracy and speed. The goal is to ensure that office operations are efficient and add maximum value to the District.

You must submit via email to employment@keypenparks.com a Key Pen Parks Application to be considered for this position. It is available at www.keypenparks.com/jobs

Examples of Position Responsibilities:

- Government records organization and filing, including sorting coding and recommendations for destruction
- Perform basic bookkeeping and payroll activities
- Schedule interviews and pre-employment appointments
- Follow office workflow procedures to ensure maximum efficiency
- Support Executive Director, Parks & Facilities Manager, Fiscal Specialist and Outreach/Event Coordinator with various administrative tasks (scheduling meetings, filing contracts, updating agreements, ordering routine supplies, etc.)
- Answer inbound calls for picnic shelter rentals and office main phone line
- Search for available times and options for picnic shelters, confirms reservation, drafts confirmation letter and reconciles payments
- Greet and assist visitors when they arrive at the office
- Monitor routine office and maintenance supplies inventory and place orders
- Assist with website updates, newsletter support, mailings and similar tasks



- Meeting room set-up/break down
- Printing materials for meetings
- Research and resolve simple customer complaints
- Able to work a flexible schedule, including selected evenings and weekends to set-up, break-down and work at events and/or community outreach opportunities

Position Requirements:

- Working knowledge of MS Office, especially Excel and One Drive.
- Excellent communication and interpersonal skills.
- Excellent organization skills.
- Familiarity with government records retention or similar organizational processes.
- Organized, motivated and a positive attitude.
- Team player.
- Good time-management skills.
- Ability to work on some evenings and weekends (time is flexed during the week) for special events and community outreach.
- This is an “in person” position, not a hybrid or work from home.
- Valid WA State Driver’s License or ability to obtain before hire, with driving record suitable to insurer.
- Able to lift 30 pounds.

Partial List of Benefits:

- Participation in WA PERS (Pension)
- 100% paid employee health/dental/vision insurance, partial family coverage
- 100% paid PFLMA and Workers Comp (L&I)
- 10 paid holidays, 1 floating holiday
- Paid sick leave and vacation time
- FLSA non-exempt position.

Requirements

- Proven experience as office coordinator or in a similar role
- Experience in customer service is a plus
- Knowledge of office management systems and procedures
- Outstanding knowledge of MS Office and One Drive
- Working knowledge of office equipment (e.g. copiers, scanners, printers)
- Excellent communication and interpersonal skills
- Organized with the ability to prioritize and multi-task
- Reliable with patience and professionalism
- Associate or College degree a plus but not required
- An equivalent combination of education and experience will also be considered.