



**CoWorks**  
BY ELEVATE

## **COMMUNITY COORDINATOR**

CoWorks by Elevate was built by a local team of real estate developers who understand the need for professional, affordable and well-equipped office space in Metro Vancouver. CoWorks provides all the perks of a private office without the hassle of managing it. Equipped with full-time reception, private offices, meeting rooms, event space and workstations, CoWorks is the perfect office space for boutique- and owner/operator-run businesses.

As we are in a period of rapid growth, all employees of CoWorks must demonstrate resilience, integrity, flexibility, innovation and teamwork.

### **THE POSITION**

Reporting to the Social Director, CoWorks' Community Coordinator will be responsible for all reception and front desk duties for this busy multi company office.

To be successful as a Community Coordinator, you should have a pleasant personality, as this is also a customer service role. You should also be able to deal with emergencies in a timely and effective manner, while streamlining office operations. Multitasking and stress management skills are essential for this position. This role does require working shifts including nights and weekends, so flexibility is a must.

Ultimately, a Community Coordinator's duties and responsibilities are to ensure the front desk welcomes guests positively, works to fill our social events calendar and executes all administrative tasks to the highest quality standards.

### **ROLES & RESPONSIBILITIES**

- Greet and welcome guests as soon as they arrive at the office
- Direct visitors to the appropriate person and office
- Answer, screen and forward incoming phone calls for many companies
- Ensure reception area is tidy and presentable, with all necessary stationary and material

- Manage office supply inventory and order when necessary
- Provide basic and accurate information in-person and via phone/email
- Receive, sort and distribute daily mail/courier deliveries
- Receive calls and emails for CoWorks and assist customers with booking our services
- Maintain meeting room booking calendar
- Perform other clerical receptionist duties such as filing, photocopying, and transcribing
- Monitoring email inbox and responding accordingly
- Monitor and maintain kitchen cleanliness & supplies
- Working with social media team to capture all avenues of our business

## **KEY COMPETANCIES**

- Pleasant, outgoing, customer service attitude
- Strong organizational and planning skills
- Exceptional communicationskills
- Information gathering and monitoring skills
- Strategic and analytical thinking
- Problem analysis and problem-solving skills
- Judgement and decision-making ability
- Initiative
- Confidentiality
- Team member
- Attention to detail and accuracy
- Adaptability andflexibility
- Open to feedback

## **QUALIFICATIONS**

- Proven experience as a Receptionist/Customer Service for a minimum of 1 year
- Working knowledge of social media
- Excellent knowledge of MS Office 365
  - Proficient in Microsoft Excel, with proven abilities in creating and managing spreadsheets
  - Proficient in Microsoft Outlook
  - Proficient in Microsoft Word

- Hands on experience with office equipment (computers, printers, TVs)
- Proficient in English
- Professional attitude and appearance
- Exemplary planning and time-management skills
- Up-to-date with advancements in office gadgets and applications
- Ability to manage phone systems
- Ability to multitask and prioritize workload and projects assigned
- Exceptional verbal and written communication skills
- Discretion and confidentiality

## **COMPANY BENEFITS**

CoWorks offers a competitive salary. In addition, there is growth opportunity within the company and a supportive environment for your personal and professional development.