



## **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 space to elevate your business or event.

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

### **THE POSITION**

Reporting to the Lead Coordinator & Social Lead, CoWorks' Community Coordinator will be responsible for all reception and front desk duties for this busy multi company office and event space. This position is to provide relief coverage during daytime shifts alongside coverage for evening/weekend bookings, so flexibility is a must. Shifts will mainly be in our Langley location but will also provide coverage on an as-needed basis for our Port Coquitlam location as well. Estimated hours are 8-25 per week.

To be successful as a Community Coordinator, you should have a friendly and warm 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.

Ultimately, a Community Coordinator's duties and responsibilities are to ensure the front desk welcomes guests positively, provides coverage where needed for daytime and evening events and executes all administrative tasks to the highest quality standards.

### **ROLES & RESPONSIBILITIES**

- Greet and welcome guests in upbeat, friendly manner as soon as they arrive at the office
- Direct visitors to the appropriate person and office
- Answer incoming calls for CoWorks and assist with client inquiries
- Monitor email inbox and respond accordingly
- Provide basic and accurate information in-person and via phone/email
- Received, sort and distribute daily mail/courier deliveries
- Maintain meeting room booking calendar
- Set up/clean up meeting rooms before and after each booking
- Ensure reception area is tidy and presentable, with all necessary stationery and materials
- Monitor and maintain building cleanliness & supplies
- Answer, screen and forward incoming phone calls for multiple other companies
- Manage office supply inventory and order when necessary
- Perform other clerical receptionist duties such as filing, photocopying, and transcribing
- Act as Venue Coordinator during social events and parties
- Work with Lead Coordinator & Social Lead to aid in other miscellaneous projects to help CoWorks grow and thrive



## **KEY COMPETANCIES**

- Positive, outgoing, customer service attitude
- Strong organizational and planning skills
- Exceptional communications skills
- Ability to learn new concepts quickly
- Attention to detail and accuracy
- Problem analysis and problem-solving skills
- Information gathering and monitoring skills
- Strategic and analytical thinking
- Judgement and decision-making ability
- Initiative
- Confidentiality
- Team member
- Adaptability and flexibility
- 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 356
  - 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, HDMI cables)
- 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
- Discretion and confidentiality.

## **COMPANY BENEFITS**

As CoWorks is a new and expanding company, there is growth opportunity within and a supportive environment for your personal and professional development.