

Administrative Coordinator for The Business Guides in Port Townsend, WA

Our busy, client-focused agency is looking for a reliable, well-organized Administrative Coordinator to organize and coordinate agency day-to-day operations with an emphasis on efficiency and staff and customer experience. The Administrative Coordinator will oversee and coordinate such things as agency activities, internal bookkeeping, tax return printing and filing, contract development, database and records, and communicate effectively with staff, suppliers and clients. The Administrative Coordinator will analyze administrative operations and strategies as well as user interface in order to suggest and implement improved work methods and systems. This position supports the Front Desk by covering for meals and breaks. The Administrative Coordinator reports to the agency President and is an integral member of the TBG team working together to support the work of the agency. In addition to maintaining our vision by adhering to our values and guiding principles, this position must provide the highest level of service to our clients and demonstrate a client centric attitude and culture.

Candidates should have 3-5+ years' experience in administrative office position including bookkeeping and office systems management with a high degree of proficiency with PC and Microsoft Office suite applications; software applications such as CRM's. Accounting or bookkeeping, tax preparation and QuickBooks experience preferred.

As an agency providing financial services to our client's we require a professional appearance and friendly approachable demeanor and are looking for a customer and team-centric values-based person who acts with integrity, honesty and professionalism.

Check out our website for more information about us at: www.thebusinessguides.com