



Title: Office Coordinator  
Reports To: Business Manager  
Status: Exempt \_\_\_\_\_ Non-Exempt

### **ABOUT BEE'S WRAP:**

Founded in 2012, Bee's Wrap is a quickly growing company that produces and distributes a sustainable alternative to plastic wrap, made from beeswax and cloth. Bee's Wrap is a place of productive and creative work, aiming to provide a place of employment that is engaging, supportive and open-minded. Bee's Wrap is committed to using our business as a vehicle for social change and to bettering the lives of our customers, employees, community, and planet. We recently relocated our headquarters to a larger site in Middlebury, Vermont, where all manufacturing, distribution, customer service, and administration are based.

### **POSITION OVERVIEW:**

The Office Coordinator is responsible for keeping our hive running smoothly and happily. As a successful candidate for this position, you are organized, efficient, and effective. You have a knack for details and thrive on juggling diverse responsibilities. Strong interpersonal relationships are important to you, whether with vendors or colleagues, and you are intuitive and can easily anticipate needs. You are energized to be an integral part of a high-performing, rapidly-growing team. You are efficient, adaptable, and a dedicated problem-solver with a keen ability for comprehensive follow-through. You may have gained this experience in a workplace or through community responsibilities.

All Bee's Wrap employees are expected to carry out their responsibilities with diligence, integrity, transparent communication, and in a collaborative and nurturing manner with direct reports, coworkers, customers, and vendors. Employees are also expected to have the resolve to uphold the goals, objectives and core principles of the company.

This position is 30 hours per week, which at Bee's Wrap is considered full-time for the purposes of benefits eligibility.

### **JOB RESPONSIBILITIES:**

- Maintain and manage all office hardware, such as computers, printers, and phone systems by coordinating with external IT managers
- IT First Responder: address and fix all IT issues; escalate to external IT managers as needed
- Manage and continually strengthen office vendor, contractor, and utilities relationships (such as Salad Day, IT consultants, internet provider, heating, and cleaning service providers)
- Maintain day-to-day office organization (stocking, tidying up, ensuring no safety hazards etc.), and responsible for maintaining a pleasant appearance of the office
- Point person for meeting preparation (A/V, cleaning, refreshments)
- Manage all office supplies within given supply budget, including incoming requests, sourcing, ordering, follow-up with accounting, organizing and maintaining office and IT inventories
- Provide reports to accounting on all non-inventory purchases
- Coordinate sustainable waste disposals and work with external vendors to ensure this is done correctly



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- Manage office tasks related to new employee onboarding (equipment setup, providing supplies, welcome gift, etc.)
- Post company-wide communications and announcements
- Care for office plants
- Do weekly snack shopping trips
- Serve as the go-to person for staff supply requests and feedback on office spaces and vendors
- Coordinate and manage weekly all-staff lunches and monthly birthday celebrations
- Create a warm, welcoming environment for Bee's Wrap colleagues, vendors, and guests

**QUALIFICATIONS:** To perform this job successfully, you're able to perform these essential duties satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**Education:**

A bachelor's degree is preferred, but significant, relevant volunteer, personal or professional experience (especially in combination with relevant education and training) will be considered in lieu of a degree.

**Preferred Experience:**

- One or more years handling similar responsibilities as an employee, volunteer, or other role
- Experience with a mission-oriented organization and the inter-relatedness of priorities, practices, and values

**Required Skills and Abilities:**

- A high level of initiative and autonomy, as well as the ability to cooperate in a team
- Outstanding organizational and time-management skills
- Ability to anticipate organizational needs and follow through
- Flexibility and openness to performing fluctuating, diverse tasks
- Exacting attention to detail
- Proficient in office technology (web navigation, Google Drive, Office 365)
- Exceptional verbal, written, and interpersonal communication skills

**Working Conditions:**

Requires the ability to sit for long periods of time performing data entry and talking on the phone.

Also requires helping to unload and store inbound supplies, including lifting packages weighing up to 20 pounds. Must have reliable transportation and the ability to travel to local merchants as needed.