

## **Team Coordinator**

### **Overview**

This position coordinates and prepares direct sales channel shipments, bootcamp, trade shows, networking events and team travel, as well as, day to day office needs. This position requires weekend work and travel.

### **Functions**

- First point of contact for the business, receive shipments, and greet guests to the office. Responsible for keeping the front entrance space clean and tidy.
- Maintain budgets, and prepare reports for senior management.
- Plan and coordinate reservations including trade shows, flights, hotels, conference room and other venues for the use of our business and staff.
- Prepare and coordinate shipments for direct sales channels and distributor order fulfillment.
- Travel with the team to prepare for events and ensure team members have the resources to complete their work.
- Coordinating all maintenance, installations or construction for the office spaces that is required.
- Maintaining inventory of office supplies, and placing replenishment orders.
- Overseeing staff and contractors' arrival, departure, and break times. Managing timekeeping technology.
- Filing, organizing, and maintaining company calendars

### **Employment Standards**

- Planning, organization and prioritization
- Analytical problem solving
- Leadership skills
- Interpersonal sensitivity
- Understand and follow protocol for the proper lines of communication
- Clear understanding of company mission and values.
- Ability to work independently and as part of a team.

*Job description and responsibilities may be modified by the COO*