



Job Description

Office Coordinator

Location: Ponte Vedra Beach, FL

Job Type: 30 - 40 hrs/week

Description — Health Designs, a leader in worksite wellness, is seeking a stand out Office Coordinator to join our growing team. To be successful in this job the individual must be highly organized, possess excellent relationship skills and have a high standard of personal and professional excellence.

The individual will be an integral part in ensuring that office operations run smoothly and are successful in supporting our business activities. The ideal candidate is one who is driven, loves supporting others and thrives in a fast-paced small business team environment. This position supports our business operations and leadership team with administrative responsibilities.

If you are looking for a company where your ideas and contributions count, where you can add value each day and where you can further your personal and professional development, then Health Designs is a place for you. Only high performers need apply.

Responsibilities include but are not limited to:

- Maintains and takes initiative to continuously improve office operations and team.
- Oversees all supply management for all Team Leads nationwide
- Manages office supplies and clinical inventory
- Fosters relationship with vendors, partners and key clients
- Supports ongoing technology advances both client and team facing
- Participates in team meetings and strategy sessions
- Point person for office maintenance and equipment
- Supports various Human Resource activities
- Various clerical and administrative tasks
- Meet and greet callers and visitors
- Reports to Operations Manager

Qualifications:

- Bachelor's degree a Health-related field.
- 5 years proven experience in office administration
- Excellent time management skills and ability to multi task and prioritize work
- Attention to detail and problem-solving skills
- Strong organizational and planning skills
- Knowledge of business principles
- Competent in Microsoft Office and web-based applications

Skills include:

- Mission-Driven – passion for company mission and values.
- Organized - outstanding organizational skills, ease with multiple tasks and strong sense of task completion. Enjoys fast paced work environment. Strongly detail oriented.
- Communication – excellent interpersonal, verbal and written communication skills; ability to communicate clearly and concisely.
- Focus – follow through with deadlines and commitments; manage and organize competing priorities.
- Self-Motivation – takes initiatives and anticipates needs and actions required. Has a can-do enthusiastic attitude with a strong work ethic.
- Flexibility and adaptability - ability to succeed in a fast-paced, changing environment and be open and flexible to changing demands; pitch in where ever is needed.
- Strong computer skills including Microsoft Office, Word, Excel and Adobe Acrobat.

Please send resumes to: Britney@healthdesigns.net

Health Designs

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