



JOB TITLE: Office Coordinator
DEPARTMENT: Operations
REPORTS TO: General Manager
JOB LOCATION: Denton, Texas

LAST REVISION DATE: 1/2022
JOB TYPE: Full-Time
PAY TYPE: Non-Exempt
HOURS: Standard schedule weekdays, nights weekends, and holidays as needed

JOB SUMMARY:

Maintains office facility and provides general administrative and project support primarily for management. The incumbent must keep multiple tasks on schedule, use tact and judgment, and preserve confidentiality of sensitive information. Upholds the NTMC mission and leads by example.

JOB FUNCTIONS:

These duties are a general representation of the position; assignments may vary

- Serves as first point of contact between the department and external entities by providing reception management, including answering phones, managing the front door and gate access, and managing/referring inquiries.
- Provides information to the General Manager/Assistant General Manager or DCTA accounting and assists with responding to time sensitive requests including but not limited to GoRequests, driver's license reimbursements and expense reports for NTMC departments as needed.
- Gathers information and prepares letters, reports, or memoranda in response to complex or general issues; prepares reports and supporting documentation on issues external to the department or issues having a high impact on the department; collects and compiles statistical, financial, and other information for reports.
- Performs administrative duties for the General Manager/Assistant General Manager including but not limited to, researches and composes documents and correspondence for review and signature; prepares PowerPoint presentations, selected correspondence, manuals, and reports as directed; reviews documents and records for accuracy, completeness, and conformance with applicable rules and regulations.
- Performs administrative support duties including arranging and attending meetings as requested; maintaining meeting calendars; coordinating and monitoring defined projects and activities within the department and recommending actions and modifications as appropriate; and sorting and distributing mail as appropriate.
- Maintains office supply inventory by checking stock to determine inventory level; anticipating needed supplies; placing and expediting orders for supplies; verifying receipt of supplies
- Manages office asset inventory.
- Responsible for related budget and invoice management to include coordinating required documentation for vendors; setting up POs as needed; processing invoices for payment in a timely fashion; initiating and troubleshooting invoice payments.
- Manages the vehicle registration process for fleet and company vehicles.
- Assists with filing and records retention as needed.
- Manages the uniform program for all bus operators, dispatch and maintenance.



NORTH TEXAS MOBILITY CORPORATION

- Manages the daily cash counting and deposit duties.
- Performs additional tasks as assigned.

REQUIREMENTS TO PERFORM WORK

Essential Knowledge and Skills:

- Ability to communicate effectively in both the written and spoken form; uses appropriate grammar, accurate spelling and punctuation when communicating through written form; communicates effectively with internal and external customers.
- Proficient writing, typing, and office management skills.
- Strong knowledge of Microsoft Office suite.
- Ability to interact professionally with internal and external clients.
- Ability to preserve confidentiality of sensitive material routinely encountered as part of work assignments.
- Work under time pressures to meet deadlines.

EDUCATION AND EXPERIENCE:

- High school diploma (or equivalent) or Associates degree in business or similar field.
- Minimum of 2 years of experience providing administrative support functions in a large department or organization that includes coordinating administrative support functions such as schedules, budget/procurement, and special projects.

PHYSICAL REQUIREMENTS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

- Prolonged periods sitting at a desk and working on a computer.
- Ability to lift 25 pounds.
- Repeated use of sight to read documents and computer screens.
- Repeated use of hearing and speech to communicate on telephone and in person.
- Repetitive hand movements, such as keyboarding, writing, 10-key.
- Work regularly requires using hands to finger, handle or feel and repetitive motions, frequently requires sitting and occasionally requires kneeling, stooping, crouching, standing, walking, reaching with hands and arms, lifting, pushing and pulling.

WORK ENVIRONMENT:

- The noise level in the work environment is usually moderate.
- Works generally indoors in a climate-controlled office setting; occasionally may work outdoors



BENEFITS:

- Medical: 100% Employer Paid for Employees / 50% Employer Paid for Dependents
- Dental / Vision: 100% Employer Paid for Employees / 50% Employer Paid for Dependents
- STD, LTD, Basic Life & AD&D
- 401K / Employer Match
- Additional voluntary benefits offered during enrollment