



Job Title: Administrative Coordinator	Reports to: Vice President
Status: Full time/Non-exempt	Work Hours:
Start Date: 11/1/2009	Location: Columbus, OH (north)

**Organization Overview**

Saving Without Sacrifice (SWS) is a Financial Advisory Firm dedicated to assisting individuals, families, churches and businesses with their finances by reducing living expenses, increasing income, and minimizing taxes. We specialize in the process of taking personal life goals, dreams, and current financial situations and break them into purpose-driven steps for each day based on a unique cost containment model that was built on over 40 years of experience. This organization has a passion for serving the Lord and advancing His Kingdom.

This is a growing business and we are seeking to add the right professional individual to our team. If you are seeking to be a part of a company that is focused on advancing God’s Kingdom, please prayerfully consider the following job opening based on the needed skills and qualifications.

**Position Overview**

This position will be responsible for providing superior customer service in order to meet client’s needs, and coordinating office operations and procedures in order to ensure organizational effectiveness and efficiency.

**Essential Job Functions**

1. Serves clients and visitors by greeting them in person or on the telephone, answering or referring inquiries, and notifying company personnel of their arrival, questions or messages.
2. Develop, update and maintain the client database to ensure data quality at all times
3. Coordinates client communications by preparing and mailing letters, newsletters and emails.
4. Coordinates scheduled events (e.g., meetings, speaking engagements, presentations, trainings, etc.) by marking necessary calendars, notifying participants, sending invitations, reserving space, assisting with layout, preparing itineraries, arranging refreshments, collecting materials, and sending reminders.
5. Maintains general office processes by filing paperwork, creating copies, preparing and sorting mail, preparing letters, documents, reports, charts, graphs, databases and/or presentations.
6. Maintains book and office material supplies inventory by checking stock weekly to determine inventory level, anticipating needed supplies, placing and expediting orders for supplies, and verifying receipt of supplies.
7. Ensures operation of equipment by completing preventive maintenance requirements, calling for repairs, maintaining equipment inventories, evaluating new equipment and techniques
8. May assist in accounting processes by preparing and mailing invoices, identifying delinquent accounts and insufficient payments, and preparing various financial reports.
9. May perform other related duties as assigned to meet the ongoing needs of the organization.

## **Job Qualifications**

1. Two to four (2-4) years of administrative experience in an office environment required. Experience in the financial industry and accounting experience desired.
2. Strong written and oral communication skills required.
3. Excellent organization skills and the ability to anticipate the needs of others.
4. Must be detail oriented, open-minded, ambitious and proactive.
5. Self-motivated, but collaborative and effective team player.
6. Proficiency in Microsoft Office software required – Word, Excel, PowerPoint, Access.
7. A high degree of ethical standards and work integrity with the ability to maintain confidentiality.
8. Energetic, enthusiastic professional demeanor.

The nature of the work requires an ability to operate standard business office equipment. Requires the ability to communicate and exchange information, collect, compile and prepare work documents, set-up and maintain work files. The work is performed in a general office environment.

SWS supports a drug and nicotine free work environment.