



ADMINISTRATIVE PROJECT COORDINATOR

Position Title: Administrative Project Coordinator
Reports to: Vice President, Ministry and Creative Services
Status: Full-Time
Location: Akron, OH
Date: August 25, 2020

This full-time position provides administrative support for vice presidents and managers as well as assisting with functions required by the creative and ministry teams as they serve BBS clients.

Specific Responsibilities:

- Create, cancel, revise, and send job specs to clients
- Provide secretarial support for Vice Presidents – scheduling, filing, correspondence, contacts, proofing, phone calls, scheduling meetings/conference calls, etc.
- Perform dictation
- Complete travel preparations (reserve flights, cars, and hotels) for Vice Presidents and managers' travel and timely process expense reports post-travel
- Track Contract Fulfillment for Vice President & MS/CS Team consulting time
- Provide hospitality for Client Meetings and MS/CS meetings as needed
- Handles assigned phone team duties
- Maintain Corporate Contact List in Outlook and the BBS App
- Process weekly reports
- Accurately process time off requests
- Aid in maintaining a timely schedule for client projects
- Complete purchase orders/expense reconciliations per established process and timely
- Process and maintain sample files
- Purchase gifts for clients and employees as assigned by the Vice President and MS/CS
- Update and maintain flows using Microsoft Power Automate
- Coordinate creation of new components in BBS App – creating project tickets, interfacing with developers and testing prototypes
- Coordinate back-end closure of MS projects – processing invoices, job closing, sample checking
- Coordinate printing for internal BBS projects
- Proof art on client projects and verify laser personalization
- Build emails in Mail Chimp and other platforms
- Provide coverage back-up for Digital Project Assistant
- As assigned, assist with training and orientation of other BBS staff
- Perform other miscellaneous duties as needed to support the Vice Presidents & BBS & Associates as deemed necessary by BBS leadership
- Consistently exemplify BBS Mission, Core Values and ServantHeart culture

Qualifications:

- Four-year College degree (preferred) or direct equivalent work experience
- Self Starter

- Strong communication oral and written skills
- Attention to details
- Strong organizational skills
- Experience with Microsoft Office Suite, Mail Chimp, database software

BBS & Associates Purpose:

We strive to glorify and serve God by engaging people's hearts and minds –to extend His Kingdom by advancing a ministry's unique God-given vision.

BBS & Associates Core Values:

- We seek to glorify God together and recognize Him as the Source of all provision.
- We strive to work and act with integrity.
- We strive to carefully steward our God-given abilities in order to serve and empower our clients and each other.
- We work hard and strive to exceed the needs and expectations of our clients.
- We strive to work as a team and treat each other as we would like to be treated.
- We seek to encourage ministries to document authentic results -not only the financial, but also the practical and spiritual.

Send resume to: BBSHR@servantheart.com