



ATLANTA / BIRMINGHAM

Operations Coordinator

Classification: Non-Exempt

Reports To: Director of IT and Facilities Management

Job Summary:

The Operations Coordinator maintains efficient and smooth operation of the physical jobsite.

Supervisory Responsibilities: None

Duties/ Responsibilities:

- Maintains physical space, ensuring a safe, clean and functional environment
- Acts as a liaison between employees and any outside contractors needed to resolve specialized problems
- Assists with departmental and onsite events such as departmental meetings and team lunches
- Sets up conference rooms in preparation of meetings as needed
- Cleans and declutters workstation of departing employees to prepare workstation for new employees
- Coordinates fruit delivery and replenishes fruit stock in kitchen areas
- Assist with office relocations and furniture moves
- Coordinates furniture needs including furniture repair, replacement and ADA requests
- Acts as a liaison for onsite parking, manages parking card access and reconciles invoices
- Coordinates alternative transportation for employees such as MARTA and commuter buses
- Provides backup support for Senior Facilities Coordinator duties
- Performs other related duties as assigned

Required Skills/Abilities:

- Superior organizational skills and attention to detail
- Excellent verbal and written communication skills
- Proficient with Microsoft Excel, Microsoft Word or related software
- Ability to perform well in a fast-paced environment
- Clean driving record

Education and Experience:

- One year of on-site facilities management experience preferred
- experience in a law firm or professional services environment preferred

Physical Requirements:

- Prolonged periods sitting at a desk and working on a computer.
- While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to stand; walk; use hands to finger, handle or feel; and reach with hands and arms.
- Must be able to bend, lift, stretch, climb, and crawl to maintain equipment and building.
- Must be able to access and navigate all areas of the facility.
- Must be able to lift up to 20 pounds occasionally.

Position Type/Expected Hours of Work:

- Full-time position with a 40-hour work week.
- Workdays are Monday through Friday between the hours of 7:30 a.m. to 4:30 p.m.
- Occasional evening and weekend work may be required as job duties demand.

Travel: No travel