



Office Coordinator

Job Description

Catalyst Construction is a leading commercial construction management firm specializing in consistent and transparent processes. Our team is dedicated to excellence, fostering strong relationships, and driving continuous improvement in all we do. We align our work with core values of being Relational, Intuitive, Catalytic, Responsible, and Improving.

The Office Coordinator provides hospitality & proactive organizational support to others and administrative & relational exponent to the day-to-day interactions of Catalyst! This individual also coordinates company marketing efforts ensuring the Catalyst brand is consistent and reflective of our core values. This role requires excellent communication, organization, and multitasking skills to ensure smooth operations and a positive experience for both our Catalyst team and external stakeholders.

OFFICE COORDINATOR QUALIFICATIONS:

- A love of people and friendly demeanor
- A natural problem solver and resourceful helper
- An affinity for organization, process and the details
- Find joy and fulfillment in providing hospitality
- Core Values Alignment:
 - Relational: Ability to build and maintain strong, positive relationships with team members, clients, and trade partners.
 - Intuitive: Keen sense of anticipating issues and needs, with a proactive approach to problem-solving.
 - Catalytic: Drive initiatives that create positive change and promote continuous improvement.
 - Responsible: Demonstrate accountability and ownership in all aspects of the role.
 - Improving: Commitment to personal and professional development, always seeking ways to enhance skills and knowledge.

OFFICE COORDINATOR PRIMARY AREAS OF FOCUS:

1. Hospitality:

- Provide a consistent, kind & engaging experience at reception area for those coming & going, for those calling on the phone & for those reaching out through digital means.
- Proactively manage mail/shipping, office supplies, office food & beverages, office kitchen & G+P coffee bar supplies, cleaning, maintenance, etc.
- Coordinate & execute the meals for Catalyst Monthly Team Meetings & for Job Site Lunch events.

- Manage conference room calendars & proactively ensure they are ready for the next meeting & help clients, sub-contractors, etc. find their way to the appropriate location.

2. Administrative:

- Offer proactive and strategic administrative support to the Experience Manager, taking initiative on various tasks and projects. Ensure seamless execution and follow-through, maintaining a high level of organization and attention to detail to guarantee that no task or opportunity is overlooked.
- Manage Proposal Software & process, keeping content up to date & creating initial drafts & making edits to proposals in collaboration with the Business Development & Operations teams.
- Provide basic data entry & administrative support for Accounting & HR as needed.

3. Marketing:

- Work closely with the brand designer and Experience Manager to ensure consistency in branding and messaging is maintained.
- Create engaging content for various social media platforms and the company website.
- Coordinate content production, from drafting copy to scheduling posts and organizing promotional materials.
- Coordinate with external vendors or freelancers when necessary for content creation, photography, videography, or graphic design projects ensuring content aligns with the brand's visual identity and marketing objectives.
- Manage and organize the storage of photographs, keeping them easily accessible for future marketing and promotional use.

OFFICE COORDINATOR BENEFITS:

- Competitive salary corresponding with experience. (Wage Band: \$47,000 - \$52,000 Annually)
- Comprehensive benefits package including health insurance, ancillary benefits, retirement plans, and professional development opportunities.
- Opportunity to work on diverse and challenging projects with a reputable organization committed to influencing positive change with every project, person, and community.

OFFICE COORDINATOR PHYSICAL DEMANDS:

- Sitting for extended periods while performing administrative tasks.
- Regular use of a computer and other office equipment requiring manual dexterity and visual acuity.
- Frequent use of a computer keyboard and mouse.
- Standing and walking within the office environment to attend meetings, assist visitors, or other office related tasks.

- Occasional visits to project construction sites, accessing areas that may involve stairs and uneven terrain.
- Occasional lifting and carrying of office supplies, files, or boxes weighing up to 30 pounds.
- Visual acuity to read documents, screens, and correspondence.

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.