

Central Office Coordinator & Executive Assistant - Job Description

FLSA	Exempt
Employment	Full-Time
Reports To	Director of Operations

Job Summary

Reliant is looking for a passionate and highly motivated Administrative Coordinator for our Office Operations team who will serve at the Reliant headquarters located in Orlando, Florida. This role will be responsible for assisting the Director of Operations with all administrative needs, and will work closely with all Central teams (local and remote). This will include, but is not limited to, functioning administratively to help develop and execute all office operations and procedures to ensure organizational effectiveness and productivity.

The ideal candidate would be a strong Christian who is detail-oriented and able to understand the big picture. Someone that exemplifies servant-leadership to those they work with, has excellent interpersonal skills, and excels at the challenge of supporting a highly process-driven office environment while effectively managing his or her time, calendar, and many projects/tasks. This role will require a high level of excellence in detail as well as the flexibility to innovate and scale processes as the Reliant Central team continues to grow. It is important to note that the Reliant office is a hard working, productive environment that prioritizes people and relationships, in an effort to serve our missionaries in the most effective ways possible. We're excited to be in a season of growth and are looking forward to becoming even more efficient in our office operations.

Responsibilities

1. Assistant to Director of Operations

- Assist in day-to-day management of office teams and operations
- General documentation and information processing - may include developing agendas & meeting materials, note taking, etc
- General Communication support
- Organize and coordinate calendar and scheduling

- Track and process all financial reporting and expenses for Operations department
- Support & assist in development & execution of organization-wide strategic plans & processes
- Maintain and execute task management for Operations team & projects
- Oversee and assist in various Central Operations projects as needed

2. Oversight & Management of Central Office Operations

- First point of contact for Reliant Central Office
- Assist and support oversight of the physical office space & storage space
- Tracking & management of inventory for Central Office supplies, resources, and logistical needs of Central staff
- Coordination with all vendors, service providers, landlord, etc
- Help to set and maintain office culture & atmosphere
- Design, communicate, and oversee implementation of office operations, policies and procedures
- Coordination & implementation of Reliant Central software tools - Phones, Microsoft Teams, internal Wiki
- Oversight of teams for Reliant Central functions & tools
- Assist in managing Reliant's office-wide knowledge platform, Confluence ("Solomon")
- Planning and organization of all staff meetings & other general Central meetings and calendars
- Oversight and coordination of Reliant Central events and Events Teams - including planning, logistics, execution, etc

3. Support & Collaboration with other Central Teams

- Work alongside HR to innovate and improve efficiency of systems and processes impacting Central staff & operations
- Assist HR with hiring & onboarding process of new Central employees
- Assist HR with coordination and care for all Central employees (including remote employees)
- Assist with Communications timeline and calendar, as needed
- Support & assist other teams as needed - may include Operations, HR, Communications, Recruiting, etc
- Coordinate and streamline various office-wide assignments and projects as needed

Job Specifications

- A profession of faith in Jesus Christ
- Agrees with Reliant's Statement of Faith, Core Values, Code of Conduct, and Central Leadership Principles
- Excellent interpersonal skills - works well with others and is an effective collaborator
- Excellent communications skills - written, verbal, etc.
- Strong attention to detail & accuracy along with the ability to see the big picture
- Efficient problem solver with good time management/prioritization skills, critical thinking, and adaptability /flexibility
- Ability to understand and execute information processes

- High literacy in innovative technological solutions - Microsoft Applications, Google Applications, task management tools, etc
- Effective in executing project plans - tracking deadlines, scheduling actions, and follow through

Reporting Relationships

- Reports to the Director of Operations
- Interacts with, and serves, all Reliant Central Staff & departments
- Works closely alongside Assistant to the Executive Director, Central HR Administrator, and Operations Coordinator

All Reliant Office Employees must:

1. Have profession of faith in Jesus Christ
2. Affirm Reliant's Statement of Faith (<https://solomon.reliant.org/display/AboutUs/Statement+of+Faith>) and Reliant's Core Values (</pages/createpage.action?spaceKey=building&title=Core+Values>)

Disclaimer

The preceding job description has been designed to indicate the general nature and level of work performed by employees within this job. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees assigned to this job.