



Office Coordinator

Date: 04/2021

Location: Santee, CA

POSITION SUMMARY:

Do you have high energy, like to have fun and be creative? We are looking for an Office Coordinator for our corporate office in Santee. This position is the face of Soapy Joe's for all visitors, a key partner in keeping departments connected and organized, and an important member of the Human Resources team in ensuring our team is well taken care of. The Office Coordinator demonstrates a strong work ethic, strong organizational skills, time management, and prioritization skills. Strong attention to detail with the ability to maintain strict confidentiality. Experience in utilizing good judgment and discretion when working with a variety of sensitive issues or highly confidential information.

The position calls for a sharp, confident and customer-oriented individual to act as the face of the business, welcoming team members, customers, vendors and clients.

WHY SOAPY JOE'S?

We're not just a car wash, we're driven to clean cars, protect the environment and shine in our communities. We are invested in creating opportunities, inspiring development, and bringing dynamic servant-leaders into our company that will take care of our team and our members. If you love to win, care about people, and you're not afraid to roll up your sleeves and get to work, you will be in great company with us. Culture is vital to our success and we are looking for new team members that connect to our values and want to see our culture thrive.

Our core values are:

- **Build community:** we love our neighbors and create an atmosphere where everyone is welcome
- **Lead with heart:** we create trust and respect through listening, positive words and actions
- **Create fans:** we impress customers with a great experience defined by positivity and helpfulness
- **Do the right thing:** we operate with honesty and integrity – even when no one's looking
- **Be proud:** we're proud of our quality services and clean sites, but most of all, we're proud of our team
- **Have fun:** we believe creative solutions and genuine connections happen when you're having fun
- **Keep learning:** we take learning as seriously as we take having fun, which means we do it all the time!

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Equal Opportunity Employer (EOE)

If these values resonate with you and you would like to be a part of this team keep reading!

WHAT YOU'LL DO:

- Support the front desk by greeting visitors and directing them accordingly
- Operate telephone switchboard/ to answer, screen, or forward calls, providing information, taking messages, or scheduling appointments
- Coordinate client meetings and internal meetings (greeting, ordering food/beverage, etc.)
- Purchase all supplies and inventory (office supplies, janitorial and break room). Cost comparison shopping online, consistent ordering and cognizant decisions for quantities and sizes, and consistency of managing of upstairs and downstairs inventory. Maintaining semi-monthly order schedule for consistent timing of fulfillment requests
- Create system to maintain inventory of items
 - Office Supplies
 - Break Room(s) Needs
 - Food (aka Costco) Order
- Manage birthday and anniversary protocol for home office staff
- Manage new hire workspace needs
- Maintain up-to-date company phone list and distribute internally when needed
- Maintain office equipment (shared office printers, etc.)
- Coordinate with service vendors as needed (shredding, alarm, cleaners, landscape, trash, phone, IT, cameras, or any other office maintenance needs)
- Maintain clean office needs beyond cleaning service vendor (We Sell Clean!)
- Manage mail, collect, sort, distribute, or prepare mail and or deliveries
- Coordinate travel arrangements when needed (airfare, hotel, transportation, etc.)
- Photocopy, email, fax, scanning, and filing as needed
- Be professional, reliable and punctual
- Serve as back-up to Executive Assistant when needed
- Serve as a resource for HR Department projects, as needed.
- Experience scheduling interviews, contacting job applicants, and drafting correspondence related to recruitment activities.
- Provide administrative and support to the company leadership team.

WHAT YOU'LL NEED:

- 2 years experience in an office setting supporting in an administrative role
- Proficient in Microsoft Office Suite (Microsoft Teams experience preferred)
- Customer service experience a plus

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