

## **ADMINISTRATIVE COORDINATOR**

**Job Title:** Administrative Coordinator – Thousand Oaks, CA

Gabe, Inc.® is looking for an organized, analytical Administrative Coordinator with exceptional communication and problem-solving skills to handle office duties and analyze and optimize office operations.

### **Administrative Coordinator Job Responsibilities and Duties:**

- Manage multiple calendars / schedule meetings
  - Plan and execute logistics for internal/external meetings including scheduling, catering, receiving visitors and A/V equipment needs
- Capture Meeting Minutes
  - Follow up on deliverables from meetings
- Coordinate and make travel arrangements
  - Prepare and process travel expense reports
- Maintain physical / digital records
  - Organizing company documents into filing systems
- Assist with the preparation of meeting agendas, presentations, spreadsheets and reports
- Assists in the coordination, direction, and fulfillment of special projects
- Performs additional duties as assigned

### **Administrative Coordinator Skills and Qualifications:**

- High School Diploma or GED
- 1 – 3 years' experience in an office environment using computers and telephones to carry out diverse administrative duties
- Excellent verbal and written communication skills
- Highly efficient time management skills and ability to prioritize tasks
- Requires good Organizational Skills and ability to Manage Processes
- Strong capability to multitask and finish assigned projects before deadlines are due
- Highly proficient in Microsoft Office, including Word, Excel, Outlook, and PowerPoint
- Experience using SharePoint, BOX, MS OneDrive and OneNote is a plus
- Ability to work with minimal or no supervision
- Self-motivated and effective in a team setting and individually

### **Benefits:**

- Gabe, Inc.® offers a competitive compensation and benefits package.
- Position is located at client site in client office/manufacturing space.
- Normal working hours are 8:00 a.m. to 5:00 p.m. Monday through Friday, however irregular working hours should be expected during project execution.
- Pay is hourly with overtime and is commensurate with qualifications and experience.

Submit your Résumé.

Thank you for your interest in Gabe, Inc.®