

## Administrative Coordinator

The Administrative Coordinator will work among three departments including Accounting/Finance, Development and Human Resources. The primary responsibilities include:

- Receive and distributing mail
- Power user of phone system
- Organize and schedule meetings and appointments
- Manage property and vehicle information
- Maintain contact lists
- Develop and maintain a filing system
- Maintain supplies inventory by checking stock to determine inventory level; anticipating needed supplies; placing and expediting orders for supplies; verifying receipt of supplies
- Submit and reconcile expense reports
- Cover the reception desk when required
- Handle sensitive information in a confidential manner
- Take accurate minutes of meetings
- Coordinate office procedures
- Manage all development administrative duties, which includes entering all new donations into the database, producing thank you letters and tribute acknowledgements
- Update the donor database as needed
- Produce regular donor reports as needed
- General HR assistance
- Proficiency with Microsoft Office products.

### Experience:

- Administrative Assistant: 3 years (Preferred)

### Benefits offered:

- Paid time off
- Health insurance
- Dental insurance
- Healthcare spending or reimbursement accounts such as HSAs or FSAs
- Other types of insurance
- Retirement benefits or accounts

To be considered for this position, please email your resume to [hr@kadimacenter.org](mailto:hr@kadimacenter.org)



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