

Office Coordinator

The Office Coordinator will provide office administrative support, coordinate financial reports, manage information technology support and assist with meetings and events.

Responsibilities include, but are not limited to:

- Processing financial information and preparing expense reports
- Acting as a liaison to outsourced CFO
- Providing information technology (IT) support to staff including troubleshooting hardware and software problems as well as server support, email accounts, and telephone systems
- Management of office administration including technology, equipment and supplies
- Management of office databases
- Support for the coordination and execution of logistics for a high volume of internal and external meetings and events
- Administrative and scheduling support for senior staff
- Other general organizational support duties as needed

Knowledge, Skills and Abilities:

- Minimum of five years of relevant experience
- Highly proficient in Microsoft Office products including Word, PowerPoint, Excel, Outlook, and Internet Explorer
- Knowledge of financial management software, including Bill.com, Expensify and QuickBooks, and sufficient familiarity with Accounts Payable, Accounts Receivable and Bank Statements to interact with organization's contracted CFO
- Demonstrated ability and desire to learn new technology and work with database software, including BoardEffect and Maximizer, and other software that can help the organization be more efficient and productive
- Strong written and verbal communications skills, and presents a positive and professional image
- Must be skilled at time management and task management – especially attentive to detail and deadlines

ABOUT THE TAMPA BAY PARTNERSHIP:

The Tampa Bay Partnership, with its office in the Westshore Business District, is a privately funded, CEO-driven regional advocacy organization committed to creating a unified, competitive and prosperous Tampa Bay. The organization, with a full-time staff of six, offers a unique peer-to-peer environment where the region's top business leaders champion solutions to the toughest economic challenges facing the region.

To Apply:

Please email a cover letter and resume to: Courtney McDonnell, Program Director, Tampa Bay Partnership cmcdonnell@tampabay.org