



Purpose

The primary purpose of an ELI Administrative Coordinator is to perform administrative functions relevant to Evergreen Living Innovations, Inc. in accordance with current federal and state guidelines as well as in accordance with ELI Inc. established policies and procedures.

Responsibilities

Office Duties:

1. Open and Close procedures for Administrative Office
2. Answer and route phones
3. Greet and direct guests and visitors
4. Receive, sort and distribute mail and newspapers daily
5. Assist office staff when needed
6. Order and track all office supplies
7. Maintain postage machine
8. Work Order Tracking in TELS
9. Maintain and track all employee/visitor meal purchases
10. Assist with conference room scheduling when needed
11. Perform other duties as assigned

Bookkeeping Duties:

1. Distribute and manage petty cash
2. Distribute and manage trust fund monies
3. Manage accounts payable
4. Prepare checks, payments and bank deposits
5. Prepare and distribute pay checks
6. Perform other duties as assigned

Human Resources Duties:

1. Assist with new hire paperwork
2. Assist with new hire orientations
3. Perform other duties as assigned

Resident Services:

1. Coordinate the beauty salon appointments
2. Coordinate all Dr appts.
3. Work with eye doctor every 6 weeks - schedule and assist as needed
4. Coordinate transportation on the calendar
5. Track keycards place in with face sheets hand out when requested
6. Pull face sheet and resident files when discharged and move to discharged file
7. Maintain Resident Board
8. Participate in monthly activities with the residents
9. Perform other duties as assigned

Qualifications

- Must support the Front Office, Bookkeeping, Human Resources and Resident Services
- Team work is essential as this position will interact with all departments of the community
- Knowledge in all Microsoft Office products
- Excellent communication and verbal skills
- Excellent attention to detail
- Maintaining strict confidentiality is imperative
- Passion for enriching the lives for each and every resident

Benefits

- Medical, Dental, Vision, Employer Paid Life Insurance, Voluntary Life Insurance, Voluntary Short Term and Long Term Disability
- Retirement Plan 401(k)
- Paid Time Off begins accruing immediately
- Personal Floating Holidays Days (2) are awarded annually