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[www.kokbeenz.com](http://www.kokbeenz.com)



<b>Title: Office Coordinator</b>	<b>Location: North Myrtle Beach, SC</b>
<b>Reports to: Fashion Designer &amp; CEO</b>	<b>Status: Part-time/Hourly</b>

**Job Summary:** The Office Coordinator at KOKO Beenz plays a vital role in ensuring the smooth and efficient operation of the office and supporting various administrative functions. This position involves handling office tasks, organizing schedules, and assisting in daily office management to contribute to the overall effectiveness of the company.

**Key Responsibilities:**

- 1. Documentation and Filing:**
  - a. Organize and maintain physical and digital files and records.
  - b. Prepare and distribute internal and external documents as required.
  - c. Assist in data entry and record-keeping tasks.
- 2. Meeting Coordination:**
  - a. Schedule and coordinate meetings, conferences, and appointments.
  - b. Arrange meeting rooms, equipment, and catering as necessary.
  - c. Prepare meeting agendas and take minutes when required.
- 3. Communication:**
  - a. Act as a liaison between the office and external parties.
  - b. Assist in drafting and proofreading documents, emails, and reports.
  - c. Ensure timely and efficient communication within the office.
- 4. Office Maintenance:**
  - a. Maintain a clean and organized office environment.
  - b. Coordinate office repairs and maintenance as needed.
  - c. Address any office-related issues or requests promptly.

**Qualifications:**

- Proven experience in an administrative or office support role.
- Strong organizational and multitasking skills.
- Proficient in Microsoft Office Suite (Word, Excel, Outlook).
- Excellent communication skills, both written and verbal.
- Attention to detail and accuracy in tasks.
- Ability to work effectively in a team and independently.
- Professional and courteous demeanor.
- Dependable and punctual.

**Signature:**

I acknowledge that I have received, read, and understood the job description for the position of Office Coordinator at KOKO Beenz, LLC. I understand and agree to perform the duties and responsibilities outlined in this description to the best of my abilities.

Employee Name: \_\_\_\_\_

Date: \_\_\_\_\_