



DEPARTMENT COORDINATOR

Opportunity:

For a stable, motivated administrator to provide critical support as coordinator to various engineering and architecture departments for Hixson. This key role will require someone who thrives in a fast-paced environment managing a variety of responsibilities and who has a keen eye for detail and the ability to show leadership to increase department-wide administrative effectiveness.

Position:

Reports directly to the Manager of Support Services. Utilizes excellent document and report producing skills and takes ownership for being heavily relied upon for attention to detail and overall support of the departments. Additional responsibilities include meeting preparation and setup, general hospitality and office support. This position will proactively interact with all levels within the firm.

Candidate:

- 5+ years solid administrative support experience
- Advanced proficiencies in MS Word and MS Excel
- Proven ability to generate documents and correspondence; accountable for being the “last eyes” on confidential, high priority projects
- Strong organizational, interpersonal and communication skills
- Proven self-starter with the ability to manage time and work priorities independently
- Intelligent contributor: adds value; removes roadblocks and drives assignments to completion

Compensation:

Competitive compensation commensurate with experience, plus excellent benefits package; Hixson offers a team oriented work environment, opportunity for personal and professional growth, challenging projects, on-site fitness center and free parking.

Contact:

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