



**Zoomlion Heavy Industry N.A., Inc.**

## **Administrative Coordinator**

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**Department:** Administration

**FLSA Status:** Non-Exempt/Hourly

**Job Type:** Regular

**Work Schedule:**

Weekdays Monday through Friday with some flexibility to meet business needs.

**Job Status:** Full Time

**Reports To:** HR Manager

**Amount of Travel Required:** None

**Positions Supervised:** None

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### **POSITION SUMMARY**

Provide high-level business support by performing a variety of administrative services including handling information requests, customer relationship management, accounting and human resources duties, managing office supplies, coordinating/scheduling training and meetings, completing special projects, making domestic and international travel arrangements, coordinating visa applications and providing administrative support for all departments.

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### **ESSENTIAL FUNCTIONS**

#### **Reasonable Accommodations Statement**

To accomplish this job successfully, an individual must be able to perform, with or without reasonable accommodation, each essential function satisfactorily. Reasonable accommodations may be made to help enable qualified individuals with disabilities to perform the essential functions.

#### **Essential Functions Statement(s)**

- Performs complex bookkeeping and administrative support duties.
- Answers phone calls, directs calls to appropriate parties or take messages and field customer service phone calls.
- Schedules and organizes complex activities such as meetings, travel, conferences and department/corporate events and activities for all members of the organization.
- Greet visitors and determine whether they should be given access to specific individuals.
- Prepares agendas and make arrangements, such as coordinating catering for vendor luncheons, for committee, staff and other meetings.
- Assists accounting and sales & marketing by maintaining records in the enterprise resource planning system (ERP) Microsoft Dynamics 365 Business Central/365 Dynamics.
- Assists with set up and oversight of administrative policies and procedures, forms, events, file management, etc. on intranet.
- Assists with new employee onboarding, security and ID badges and arranges for employee training by scheduling training or organizing training material.
- Orders supplies and maintains office inventory.
- Interprets administrative and operating policies and procedures for employees.

- Assists in coordination of office services, such as contract maintenance, bidding process, project management and housekeeping.
- Review operating practices and procedures to determine whether improvements can be made in areas such as workflow, reporting procedures, or expenditures.
- Works independently and within a team on special nonrecurring and ongoing projects. Acts as project manager for special projects which may include: planning and coordinating multiple presentations, disseminating information, coordinating direct mailings, creating brochures.
- Tracks and manages budget expenses.
- Maintains department organizational charts in Visio.
- Maintains employee directory and content management on SharePoint intranet and website.

## **POSITION QUALIFICATIONS**

### **Competency Statement(s)**

- Working Under Pressure - Ability to complete assigned tasks under stressful situations.
- Time Management - Ability to utilize the available time to organize and complete work within given deadlines.
- Communication, Written - Ability to communicate in writing clearly and concisely.
- Communication, Oral - Ability to communicate effectively with others using the spoken word.
- Responsible - Ability to be held accountable or answerable for one's conduct.
- Customer Oriented - Ability to take care of the customers' needs while following company procedures.
- Friendly - Ability to exhibit a cheerful demeanor toward others.
- Interpersonal - Ability to get along well with a variety of personalities and individuals.
- Reliability - The trait of being dependable and trustworthy.
- Organized - Possessing the trait of being organized or following a systematic method of performing a task.
- Self Motivated - Ability to be internally inspired to perform a task to the best of ones ability using his or her own drive or initiative.
- Honesty / Integrity - Ability to be truthful and be seen as credible in the workplace.
- Ethical - Ability to demonstrate conduct conforming to a set of values and accepted standards.
- Detail Oriented - Ability to pay attention to the minute details of a project or task.
- Accuracy - Ability to perform work accurately and thoroughly.
- Accountability - Ability to accept responsibility and account for his/her actions.

## **SKILLS & ABILITIES**

**Education:** Associate's Degree (two year college or technical school) Required  
Field of Study: Business Management or Communication/Marketing

**Experience:** 4 plus years of experience in administrative and bookkeeping type work

**Computer Skills:** Office 365/Office Suite which includes Outlook, Word, Excel, PowerPoint, SharePoint, Visio, (ERP) Microsoft Dynamics 365 Business Central/365 Dynamics, etc. required

**Other Requirements:** Demonstrates excellent interpersonal and communication skills.

## PHYSICAL DEMANDS

<b>N (Not Applicable)</b>	Activity is not applicable to this position.
<b>O (Occasionally)</b>	Position requires this activity up to 33% of the time (0 - 2.5+ hrs/day)
<b>F (Frequently)</b>	Position requires this activity from 33% - 66% of the time (2.5 - 5.5+ hrs/day)
<b>C (Constantly)</b>	Position requires this activity more than 66% of the time (5.5+ hrs/day)

### Physical Demands

Stand	F
Walk	F
Sit	F
Manually Manipulate	O
Reach Outward	O
Reach Above Shoulder	O
Climb	O
Crawl	N
Squat or Kneel	N
Bend	O
Grasp	O
Speak	F

### Lift/Carry

10 lbs or less	O
11-20 lbs	O
21-50 lbs	O
51-100 lbs	N
Over 100 lbs	N

### Push/Pull

12 lbs or less	O
13-25 lbs	O
26-40 lbs	N
41-100 lbs	N

## Other Physical Requirements

## WORK ENVIRONMENT

Office environment in a controlled atmosphere building.

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The company has reviewed this job description to ensure that essential functions and basic duties have been included. It is intended to provide guidelines for job expectations and the employee's ability to perform the position described. It is not intended to be construed as an exhaustive list of all functions, responsibilities, skills and abilities. Additional functions and requirements may be assigned by supervisors as deemed appropriate. This document does not represent a contract of employment, and the company reserves the right to change this job description and/or assign tasks for the employee to perform, as the company may deem appropriate.