

Administrative Coordinator I/II/III

\$37,398 / year or higher DOQ + [Full-Time County Benefits](#).

James City County's Human Resource (HR) Department seeks to employ an Administrative Coordinator with outstanding customer service and communication skills to support the County's comprehensive human resource management programs. Our ideal candidate has superb organizational and time management skills, as well as the ability to multitask and acclimate to a fast-paced environment. Applicants with prior experience in one or more of the following areas are encouraged to apply: customer service, office management, human resources, event planning, training, and development.

There are three levels of Administrative Coordinator distinguished by the level of work performed and the qualifications of the employee.

Administrative Coordinator I - \$37,398 / year or higher DOQ

Administrative Coordinator II - \$39,968 / year or higher DOQ

Administrative Coordinator III - \$42,734 / year or higher DOQ

Responsibilities:

- Provides customer services to the public and to employees, in person, by telephone and online, answers routine questions regarding employment, benefits, training, personnel policies and other requested information.
- Provides administrative support to department staff in all areas of human resource functions.
- Prepares documents and materials for new employees and their supervisors; assists applicants with using the application system; assists employees in completing human resource forms.
- Maintains and compiles data and information in the HRIS system; completes standard reports in appropriate software.
- Oversees ordering and maintenance of office equipment, supplies and facilities; maintains general files, official records and reports, operating records; sets up new files and retrieves information; establishes control procedures for document handling and storage and develops data collection and records systems along with procedures for control, storage and purging of documents in accordance with applicable laws and regulations; provides FOIA coordination.
- (Administrative Coordinator II) – performs routine coordination in one or more human resource functional areas.
- (Administrative Coordinator III) – performs routine coordination in all human resource functional areas; maintains various databases and provides routine and complex reports with analysis and recommendations.

Requirements:

- Any combination of education and experience equivalent to a high school diploma; some experience in administrative support including customer service.
- Must possess reliable transportation to work site(s).
- Knowledge of principles and processes for providing customer service including setting and meeting quality standards for services, and evaluation of customer satisfaction; knowledge of data entry, enterprise level asset management software, and standard office software including word processing and spreadsheets; grammar, punctuation, spelling and accurate mathematical calculations; and standard office practices and procedures and clerical techniques.
- Skill in the use of Internet and computer software including Microsoft Office Suite and enterprise level asset management software.
- Ability to communicate effectively both orally and in writing; follow both verbal and written instructions; establish and maintain effective and courteous working relationships with staff and the public; make accurate mathematical calculations; independently apply and carry out policies and procedures; organize and maintain moderately complex records and ensure their confidentiality; and work under pressure in order to meet deadlines.

[Click here](#) for full job description. Accepting applications until 11:59PM EST on 01/21/2023. Cover letters and resumes may also be attached, but a **fully completed application** is required for your application to be considered.

Only online applications to our website will be considered. To apply, please visit the James City County Career Center at <https://jobs.jamestownva.gov>