

COPORATE OFFICE ADMINISTRATOR

Job Code:	COA	Division:	
Branch:		Department:	ADMINISTRATIVE
Reports To:		Pay Grade:	
FLSA Status:	Non-Exempt	Employee Type:	FULL TIME
Prepared By:	Jetta Vaughn	Date Prepared:	1/13/2017
Approved By:	Dan Waller	Date Approved:	1/16/2017

Summary

At Schahet Hotels we want our guests to relax and be themselves which means we need you to:
Be you by being natural, professional and personable in the way you are with people
Get ready by taking notice and using your knowledge so that you are prepared for anything
Show you care by being thoughtful in the way you welcome and connect with guests
Take action by showing initiative, taking ownership and going the extra mile
Treat all others with Respect, treating guests and fellow associates the way you want to be treated
Demonstrate Integrity in all you do. Seek to always do the right thing, whether working in a group, team, or alone.
Always be at the Service of our guest as well as fellow associates or managers. We believe that Service is making the reach to help or be of Service to all.
Celebrate successes. Show Excitement in your work, the way you smile and greet others, the good news of others successes or awards. Participate in group and team activities either by your active support and participation or by your presence in the group.

The Corporate Office Administrator is vital to the smooth running operation of the office and in many ways is the heart of the organization. The COA assists the Executive Team in managing all operations of the Corporate Office in many ways.

Essential Duties & Responsibilities

Answer Telephone - including updating system greeting (main auto attendant) when changes are necessary.
Correspondence/including transcription from recordings and verbal dictation.
Fed Ex, UPS and mail preparation and upkeep.
Purchase Orders – including retaining and updating “supplier list” for all hotels for ease of reordering.
Stock supplies for all Indy properties in office which includes ordering and doling out as needed.
Collect monthly reports from all properties necessary for financial preparation, reorder of linens, etc. and retain in electronic files to be shared by everyone.
Order office supplies.
Filing and conversion to electronic files.
Report service needs to Toshiba for copier/scanner needs.
Update and send out Special Event Calendar.
Prepare and maintain hotel renovation and opening books.
Monthly – New Hire Welcome Letter
Annually-Coordinate and distribute holiday cards.

Other Duties

Greet visitors upon arrival to office.
Sort and distribute incoming mail. Screen phone calls and take appropriate messages as needed.
Assist properties as needed with whom to contact for what, purchase orders, outside contractors and other information.
Assist Corporate team with other correspondence, letters, media posts, proof reading and editing as necessary.
Other duties as assigned.

Qualifications

The Corporate Office Administrator must be very detail orientated and highly organized.

Excellent skills in English language. Be able to proof and edit correspondence to present a professional document.

Proficiency in Word is required. Knowledge of Excel is a plus.

Ability to type 50wpm is a plus.

College degree or some college preferred.

Supervisory Responsibilities

This position has no direct reports.

Physical Demands

Must be able to drive, walk, speak, hear, see and do moderate physical activity as required. Must be able to communicate professional in English both oral and written. Must be able to lift 15-20lbs.
A reasonable accommodation will be made for otherwise qualified individuals with disability.

Training**Decision Making****Financial Responsibilities****Communication**

Must be able to communicate professionally in English both written and Oral. Must be able to use a computer, use the Microsoft Office Suite and be able to learn other tools should they become available.

Results of Action**Equipment Used**

Computer, Phone, Copy machine, fax machine, scanner and others as they become available.

Work Environment

Friendly, Professional, Exciting. A Culture that excels in Associate Development, Guest Experience and Investor Return.

Employee's Signature

Date