



## ADMINISTRATIVE COORDINATOR

### Job Description

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#### Function

Responsible for maintaining the administrative processes and procedures supporting EGR's various marketing and incentive programs. Examples include: 1) Supporting travel incentive & meetings programs by monitoring program registration, scheduling events, and communicating with registrants 2) Supporting the merchandise fulfillment component of our online sales incentive programs by maintaining timely vendor payments and updating program budget ledgers 3) Supporting rebate programs by processing rebate claims, responding to rebate claim inquiries, and creating program status reports 4) Managing general office tasks such as answering the company phone and replenishing office supplies. The ideal candidate is extremely organized and detail-oriented, has exemplary communication and interpersonal skills, learns quickly, and can synthesize internal company requirements (such as those of our accounting department) with the program goals and timelines of our clients to design administrative workflows that are efficient and make sense for everyone.

This a full-time position available immediately. Please include a cover letter with your application that includes the verbatim phrase, "Thank you for considering my application for the Administrative Coordinator position at EGR International."

#### Responsibilities

- Primarily responsible for supporting the day-to-day operation of existing online marketing programs for key accounts with the expectation of assisting with other programs within EGR as time and workload allows
- Monitoring and administering meetings and event programs, including registration, event scheduling, and registrant communication
- Create Purchase Orders to fulfill on-time payment of vendor invoices
- Data entry related to processing rebate claims
- Data entry related to maintaining accurate program budget accounting
- Liaise with internal EGR managers and directors to devise and design marketing program parameters and workflows
- Manage service agreements and facilitate payments to independent contractors
- Answer customer service inquiries via phone and email related to incentive, rebate, and meeting programs
- Liaise directly with executives at client to provide updates, ideas, strategies on program status, including fulfilling reporting requests and tactical implementation of all program features
- Devise, organize, and manage record keeping
- Provide periodic financial reports and manage record keeping for key accounts
- Collaborate with other team members to develop new program initiatives and business strategies
- Participates in the new business efforts as directed



**The ideal candidate is skilled at:**

- Designing and maintaining efficient administrative workflows
- Organization
- Relationship management and development

**Required Skills**

- Exceptional written and oral communication skills
- Able to work independently with little supervision
- Able to learn and assimilate to new assignments quickly
- Able to work successfully as part of a larger account team
- Able to manage time-sensitive tasks across multiple projects and platforms
- Able to synthesize and deliver information from client to internal departments and vice versa without loss of fidelity
- Intermediate+ proficiency with Microsoft Office
- Proficient with or able to quickly learn internet-based CRM systems

**Please submit application materials or questions to [rlegge@egrinternational.com](mailto:rlegge@egrinternational.com)**

