

Office Coordinator

Summary of Position: The North American Securities Administrators Association (NASAA), a prominent Washington D.C. association devoted to supporting the work of state and provincial securities regulators, is seeking to hire an Office Coordinator. A successful candidate will be professional, detail-oriented, have strong interpersonal and communication skills, good judgment, and discretion, ability to work independently and must be reliable and punctual. This position offers a competitive compensation package, including medical and dental benefits, disability insurance, life insurance, and retirement fund options.

The responsibilities of the Office Coordinator will include the following:

- Supports NASAA and its members by being the first point of contact for incoming calls.
- Communicates with callers to determine the nature of the call and obtains sufficient information for referral to the appropriate individual.
- Advises building security of expected office visitors, greets all visitors, determines the nature of the visit, obtains enough information for referral to the appropriate individual and accommodates visitors in the reception area pending meetings.
- Coordinates resolution of office maintenance issues and keeps a clean and tidy kitchen and workroom.
- Serves as point of contact for office administration vendors and acts as a liaison with the office building management.
- Maintains/Manages office and sundry supplies inventories and places orders when needed.
- Coordinates monthly staff “lunch and learn” events.
- Reserves conference spaces, handles arrangements for meetings, conference calls, and other office events.
- Collects and distributes incoming mail/faxes and meters all outgoing mail. Maintains daily cash receipts, express mail, and metered mail logs.
- Schedules messenger deliveries and pick-ups and coordinates periodic destruction of outdated office documents.
- Assists the Executive Assistant/Office Manager with special projects.
- Assists Finance and Operations other professional and support staff as needed, including staff onboarding and terminations, maintenance of accounts payable files and preparations for NASAA communications efforts and member events.
- Acts as Main Floor Warden in case of emergency office evacuations.
- Performs other duties as may be assigned.

Qualifications for Office Coordinator:

- Minimum 2 years of relevant work experience.
- Bachelor’s degree preferred but not required.
- Positive attitude and the ability to effectively work alone or as a team member.
- Working knowledge of Microsoft Office and Adobe products.
- Proficiency with office technology and equipment including, printers, copiers and mailing machines.
- An interest in consumer protection and securities regulation.

NASAA is an equal opportunity employer and does not discriminate in hiring or employment on the basis of race, color, religion, national origin, citizenship status, age, disability, sex, veteran status or any other characteristic protected by applicable federal, state or local laws, regulations or ordinances. We are committed to diversity in the workplace and promote a drug-free environment.

To apply for this position please submit your resume and desired pay range to: hr@nasaa.org.