

Title: Front Desk Coordinator

Location: Leawood, KS

Job Description: **JOB SUMMARY**

The **Front Desk Coordinator** establishes and maintains a professional relationship with clients and is often the first point of contact for Creative Planning. The Coordinator performs a wide range of support activities to facilitate the efficient operation of Creative's Leawood office and, as part of the administrative team, completes firm-wide projects and activities as requested.

#### **JOB DUTIES**

- Greets current and new clients, offers drinks and alerts appropriate staff member(s) promptly
- Answers phones and directs calls from three lines; addresses questions using in-depth knowledge of company services
- Ensures knowledge of staff movements in and out of the building
- Schedules and confirms many types of appointments
- Sorts and distributes daily mail and deliveries including large quantities of checks
- Reviews a large number of incoming faxes daily and distributes appropriately; most are business leads from company's main referral source
- Assists in training of other front desk staff in local and regional offices
- Prepares outgoing UPS shipments; reconciles weekly invoices and orders shipping supplies
- Schedules conference room spaces
- Assists with building maintenance coordination
- Makes coffee and stocks refrigerator with drinks for clients
- Keeps kitchen clean and organized
- Maintains ordering and delivery system for supplies

- Orders coffee, reception and break room supplies; maintains inventory and delivery system
- Assists in coordination of office social events and catering (e.g., Friday BBQs, training lunches, etc.)
- Provides assistance with administrative support tasks as requested
- All other duties as assigned

#### **REQUIRED EXPERIENCE / QUALIFICATIONS**

- Energetic, high-level multi-tasker
- Excellent communication skills
- Efficient, extremely detail oriented and accurate
- Able to lift boxes up to 35 lbs.

#### **PREFERRED EXPERIENCE / QUALIFICATIONS**

- 2 – 3 years reception/admin support experience
- Knowledge of standard office equipment operation
- Prior experience in financial services field

#### **TECHNICAL SKILLS**

- MS Office 2013/Windows 8 (mastery of Word, Outlook required; Excel experience a plus)
- Database management
- Multi-line phone system