

## Position available in Mentor, Ohio (Please contact Kelly Services for more information)

1. Greet visitors Customers, and contractors on arrival.
2. Provide safety awareness briefing to incoming Customers, visitors and contractors through the safety, evacuation procedures and briefing materials.
3. Ensure the entire Customer Solutions Center area is always organized, neat and efficient.
4. Provide administrative and coordinator assistance to the Customer Solutions Center Manger. This would include proficiency with Microsoft Office Word, PowerPoint, Excel, applications.
5. Support and update documentation for Customer Visits through Sales Connection.
6. Support as needed, visitor coordination tasks for the Customer Solutions Center Manager. This could include; logistical requirements, such as air travel, hotel accommodations, dining recommendations and reservations, specific ground transportation, facility requirements, and special needs as required. Provide communication of all arrangements to requesting Customer individuals and management.
7. Back-up and help coordinate conference calls, meeting changes and updates for Customer requirements in a timely and professional manner.
8. Work closely with IT and other vendors to ensure the CSC video screen display changes are always maintained and in proper working condition.
9. Provides assistance to CSC Customers and CSC employees with questions and issues and provides administrative support.
10. Support in creating and processing Purchase Orders Oracle iProcurement.
11. Support in receiving invoices for payment through Oracle iProcurement.
12. Support in monthly expense reports for the CSC.
13. Assist, Coordinate, or Manage the CSC coffee and snack center for Customer visits.
14. Assist, Coordinate or Mange the Emergency Contact Phone List for CSC.
15. Order office supplies required for the CSC.
16. Performs other various coordination duties as assigned.

### Required Experience

1. High School Degree required; completion of an education beyond highly preferred.
2. Minimum of 2 years in coordinator position or hospitality management positions required.

**Joseph Eaton**

Talent Recruiter

0:440-992-2189

[kellyservices.us](http://kellyservices.us)

