

Office Coordinator

FULL-TIME, NON-EXEMPT

Recovery Resource Council a 75-year-old agency located in Dallas and Fort Worth is seeking an Office Coordinator. We are looking for someone to perform Information Systems and Facilities Management duties for the Dallas, Fort Worth, and Denton offices. Assist in the oversight of all IT and Facility Management responsibilities for the Dallas office. Provides customer service to callers and visitors. Serve as administrative support to Recovery Resource Council staff and complete other duties as assigned.

Competencies, Knowledge, and Qualifications:

- Knowledge of multi-line digital telephone equipment and software
- Proficient knowledge of Microsoft Office 365
- Information Technology knowledge and training
- Advanced clerical knowledge
- Advanced knowledge of office management procedures and telephone etiquette
- Ability to communicate effectively.
- Ability to work well without direct supervision.
- Ability to prioritize responsibilities.
- Ability to train others.
- Ability to receive administrative training when indicated for specialized programs which may require traveling and trainings out of the area.

SKILLS / REQUIREMENTS:

- High school degree with a minimum of two years' experience in related area.
- Information Technology and Facilities management experience preferred.
- Customer Service and Clerical experience.
- Type at least 35 WPM.
- Successful completion of Criminal History Background check.
- Must be able to work hybrid from home or at one of the three offices.
- Will be required to travel to the Fort Worth office, Dallas office and the Denton office.
- Must have reliable transportation.
- Current Texas Driver's license and evidence of auto liability insurance.

If interested, please email your letter of interest and resume to Dr. Pitts: j.pitts@recoverycouncil.org.