

# Family Health Association of Iran

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**Title:** Office coordinator

**Duty Station:** Tehran

**Supervisor:** Executive Director

**Purpose of the Post:**

The Office Coordinator is responsible on a daily basis for ensuring the smooth operation of the office and administrative functions, as well as providing administrative support to the Executive Director. The Office Coordinator is a member of the administrative team, which includes the Executive Director, the Finance and HR Manager, and the Program Manager. The administrative team works together to provide high quality and timely support to the work of the Association. The Office Coordinator is also responsible for the coordination of EXCO operations.

**Major Duties and Responsibilities:**

Serving as the primary receptionist (answering and directing incoming calls and greeting, directing, and assisting visitors)

Present a professional, welcoming first contact to all funders, board members, members, volunteers, staff, media, etc. – by phone, in person, email and coordinating incoming and outgoing mail, packages, and deliveries.

Responsibility for development & implementation of efficient office systems

Responsible for keeping office equipment maintained

Responsible for organizational functions and general meeting support: including arranging, follow up calls, maintaining office space schedules, securing food and supplies, copying and faxing

Responsible for incoming and outgoing mail, shipping and receiving

Responsible for maintenance of common spaces for appearance and functionality

Responsible for managing supplies and maintenance of storage areas

Provide support for teams, travel arrangements and expense tracking, program and stipend supplies, etc.

Provide support for marketing/communications; maintain mailing list, assist with mailings and packets, web updating

Provide support for Human Resources: interview schedule, applicant pool, resume files, orientation, monitoring time sheets

Provide support for Finance and Administrative section.

Maintaining library records and handling its tasks.

Maintaining office records

Stocking and distributing office supplies and coordinating the purchase and maintenance of office equipment

Making photocopies, sending faxes documents

Maintaining general office tidiness

Running errands and performing miscellaneous job-related duties as assigned.

Performing EXCO related tasks as assigned.

**Qualification and Experience:**

The successful candidate has superior organizational skills, is self-motivated, resourceful, detail-oriented, and energetic. Must be a team player and have outstanding writing, editing, data entry, and proofreading skills. Excellent communication and interpersonal skills, and the ability to prioritize and handle multiple projects are essential. Post diploma degree and at least 3 years of experience in an administrative coordination capacity is required.

**General knowledge of:**

Computer skills (Internet, Microsoft package)

Basic English knowledge (Speaking, reading, writing, listening)

Basic graphic software knowledge