



# COLEMAN ENGINEERING COMPANY

CIVIL ENGINEERING • GEOTECHNICAL ENGINEERING • SURVEYING

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635 CIRCLE DRIVE • IRON MOUNTAIN, MI 49801 • PHONE: 906-774-3440

## OFFICE COORDINATOR

Coleman Engineering is accepting resumes for an Office Coordinator in our Iron Mountain, MI office. The position consists of a variety of duties including managing office processes, providing support to employees and supervisors, planning company events, managing company vehicle fleet, coordinating and scheduling safety trainings, making travel arrangements, answering phones, ordering office supplies, and other general office duties.

Candidates must be extremely detail oriented; have the ability to assemble data and prepare accurate records and reports; be able to work under pressure in a fast-paced office setting; have the proven ability to meet deadlines; possess strong customer service and multitasking skills; and be able to work independently.

Qualified candidates must have 3 years administrative experience, be proficient in MS Word, Excel & Outlook, have excellent grammar skills (reading and writing), and the ability to establish and maintain working relationships with clients, vendors, managers and coworkers. Experience in vehicle fleet management and insurance is preferred but not required.

Coleman Engineering Company offers competitive salaries and full benefit package, including matching 401K plan, and the opportunity to advance your career in a professional and challenging work environment. Email resumes to [llindquist@coleman-engineering.com](mailto:llindquist@coleman-engineering.com). EOE