



Administrative Coordinator

Reports To: Operations Manager

Job Overview: The Administrative Coordinator will handle clerical and administrative duties and coordinate general administration within the organization. This position will handle a wide assortment of administration tasks across different departments of the organization.

Responsibilities and Duties:

- Administration:
 - Manage Incoming calls and direct them to the correct resource
 - Receive, sort, and distribute mail
 - Providing administrative support to internal team members
 - Keep stock of office supplies and place orders when necessary
 - Provide assistance to staff, managers, and senior-level officers as needed
 - Perform clerical duties such as filing and responding to emails

- Training:
 - Manage food and facilities for training classes and meetings
 - Make first contact with customer post sale to schedule training
 - Respond to customer questions about training
 - Keep training spreadsheets updated at all times
 - Keep records of all student information up to date in CRM database
 - Printing and distributing training certificates
 - Ship Training Materials for virtual classes
 - Coordinate with international resellers to keep list of Certified users up to date.
 - Order and ship training manuals as needed

Qualifications:

- Outstanding communication and interpersonal abilities
- Strong organizational skills
- Excellent knowledge of MS office and/or Google Workspace (Google Docs, Google Sheets, etc...)
- Excellent time management skills
- Looking for someone who is self driven and good at managing projects from idea to completion, works well with a high-performing team and has an entrepreneurial mindset.

To Apply:

Email resume to sam.bunch@rditechnologies.com

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