



Administrative Coordinator

25-30 hours per week - Hourly.

Reports to Company Owner

Theme Fusion is a small, locally-owned theming company in the northwest corner of Bradley County, Tennessee. With fewer than 10 employees, it is a creative and friendly atmosphere to work in. The art department and shop work in tandem to create a variety of props for clients all over the country. Please check out our website to familiarize yourself with our work.

www.themefusion.com.

OVERVIEW:

The Administrative Coordinator is responsible for all administrative tasks for the company. This includes supportive services such as accounting/bookkeeping, communication, maintaining detailed and accurate records, and overseeing project deadlines and subsequent tasks.

REQUIRED PRIMARY ATTRIBUTES:

This position requires an understanding of basic accounting principles, a working knowledge and familiarity with QuickBooks, a keen attention to detail, great organizational skills, the ability to multitask, and excellent communication skills - both verbal and written. This position requires integrity and the ability to maintain confidentiality regarding financial, sensitive and proprietary information. Also required is the ability to ensure timely filing of all reports whether they are for internal purposes or for various jurisdictions including local, state and federal taxes.

ADDITIONAL ATTRIBUTES NEEDED:

The company benefits when the Administrative Coordinator also possesses an aptitude for client relations and customer service, the ability to collaborate with fellow workers, and a high level of pride and enthusiasm for his/her work.

EXPERIENCE:

Applicants should have a minimum of 5 years' experience in office management, specifically as related to bookkeeping and QuickBooks.

Compensation will be based upon experience and demonstrated ability.

POSITION REQUIREMENTS:

This position is a hybrid, part-time position. It will require at least one-two partial days at the Theme Fusion office in northwest Cleveland. The other duties can be done remotely throughout the week.