



**Title:**

Office Coordinator

**Reports to:**

General Manager

**Supports/Assists:**

General Manager/Sales Manager

Sales

Operations Manager

**Primary Responsibilities & Accountabilities:**

Your responsibilities will include supporting a busy, successful branch office of a national document destruction company. As an integral member of our team, you will oversee our route schedule, serve as the contact for our customers, process invoices and work orders, and interface with customers and our drives and technicians. Your duties will also include answering phones in addition to other miscellaneous tasks.

**Qualifications:**

You must be highly organized, very detail oriented, and able to juggle tasks simultaneously. Taking initiative and a willingness to learn new tasks is also an important component of the job. Your hard work and dedication will be regarded with a competitive salary.

Please send or fax your resume and cover letter summarizing your qualifications & salary expectations to Karen Fisher at [Karen.fisher@proshred.com](mailto:Karen.fisher@proshred.com) or fax (410)-242-9228.

We are an equal opportunity employer.

