



## JOB POSTING

**Position:** Office Coordinator  
**Hours:** 9:30am-6:30pm Monday – Friday, with 1-hour lunch break  
**Pay:** \$13.00 per hour plus \$0.50/mile driven for Artifact errands  
**Start Date:** February 2012

### About Artifact Design:

Artifact Design is a small creative company located in the Old Fourth Ward in Atlanta. (We also have an office in Los Angeles.) We have a staff of 17 people including Project Producers, Artists, and Art Directors. You can find out more about our team and our work at <http://www.artifactdesign.com>

### About the position:

The Office Coordinator's primary focus is to assist the General Manager and Office Manager with accounting, administrative and organizational tasks. The most important attribute of the Office Coordinator is that he/she is extremely organized. He/she must also have a pleasant phone demeanor and good people skills. He/she must exhibit a strong ability to prioritize and perform his/her tasks proactively. The first three months of employment are considered to be on a trial basis.

### Responsibilities:

- Data Entry in Quickbooks **\*\*Prior Experience with Quickbooks is a requirement for this position.\*\***
- Email invoices to customers
- Working with our Health/Dental Insurance Representatives and Retirement Plan Representatives to process paperwork and answer employee questions about our insurance policies and retirement plan.
- Data Entry for Excel-based employee/project scheduling system
- Enter meetings and vacation days on the studio's calendar
- Track employee Paid Time Off (PTO) requests
- Maintain employee contact list with current phone numbers
- Answering phones
- Running errands – bank, grocery store, etc.
- Preparing snacks and materials for client meetings
- Working with vendors
- Checking the mail / organizing bills and invoices
- Inform IT Manager of computer/networking/server issues
- Process new employee paperwork
- Purchasing office supplies
- Booking flights, hotels, and car rentals
- Uploading/downloading electronic files, organizing files on server
- Preparing packages and coordinating courier, FedEx, or other delivery services

### To Apply:

Email your resume to Amanda Oldeen, [amanda@artifactdesign.com](mailto:amanda@artifactdesign.com), by **1/31/12**.

**NO PHONE CALLS PLEASE. We will email or call you to verify that we have received your information.**