

ADMINISTRATIVE COORDINATOR

Job description

Responsible for supporting internal and external initiatives by working with key management to manage the business through various activities and responsibilities.

We are looking for someone with 1-2 years experience in an administrative role with strong writing and verbal communication skills and the ability to handle and prioritize multiple projects. Position reports to President/CEO.

Desired Skills & Experience

- Must be detail-oriented, organized, have excellent verbal/written skills, possess strong planning skills, be a self-starter who also takes direction well, and possess the ability to communicate effectively while meeting deadlines.
- Responsible for generating key correspondence and reports for President/CEO and maintain up to date files.
- Prepare and distribute monthly management and sales reports in Excel and PowerPoint format.
- Coordinate arrangements for internal and external meetings.
- Ability to handle and prioritize multiple projects with sense of urgency and prompt response.
- Ability to collaborate and function in a fast-paced team environment.
- Willingness to take direction and be proactive.
- Lead special projects as assigned by President/CEO.

Education Required

- Bachelor's degree in Marketing, Business, Communications or related field or equivalent experience

Relevant Experience

- 1-2 years of relevant work experience in an administrative role
- Art & Craft and/or Office Products industry experience a plus

Required Knowledge and Skills:

- Microsoft Office applications (Word, Excel, PowerPoint, Outlook)
- Navision software knowledge a plus.
- Reports to President/CEO

About this company

American Tombow, Inc. is a wholly owned subsidiary of Tombow Pencil Co., Ltd. of Tokyo, Japan for distribution of Tombow brand office and art products in North and South America. Tombow is a worldwide provider of art markers, liquid glue and adhesive tape, fine writing pens, correction tape, drawing pencils, colored pencils and erasers manufactured in facilities located in Japan, Southeast Asia and Thailand. Worldwide operating divisions distribute Tombow branded products in their respective geographies.

Tombow Pencil Co., Ltd. was established in Japan in 1913 as a manufacturer of wood-cased lead and colored pencils. It is not an exaggeration to say that every student in Japan has grown up with the Tombow pencil.