

OFFICE COORDINATOR



JOB OVERVIEW:

If you've ever wanted to be part of an innovative business, to raise the standard of experiential entertainment and to create best practices for combining technology, art and commerce in exciting, unexpected ways - this is your chance!

Our Office Coordinator will be highly visible and responsible for front desk operation by assisting all guests with exemplary customer service while maintaining a professional demeanor in each situation. Foot traffic consists of the general public, vendors, tenants, maintenance, contractors, security, and related persons to each of those categories. Under limited supervision and must be able to work independently to resolve concerns quickly and efficiently. Provides general administrative support to the management staff as needed.

We strive to have an open-minded, inclusive, diverse and hard-working team of employees that come together every day to provide joy and delight to our guests, partners and co-workers. Our team-members are spirited, adventurous and tastemakers.

Ultimately, we expect each employee to personify AREA15 itself: Authentic. Engaged. Uninhibited. Welcoming. Visionary.

RESPONSIBILITIES AND DUTIES:

- Keeps a safe and clean reception area by complying with procedures, rules, and regulations.
- Act as the primary point of contact for AREA15, answering phone & email inquiries, routing messages to responsible parties, shipping mail and packages, greeting clients and customers in a friendly and welcoming manner to the AREA15 office.
- Interacts with executives, managers, employees, and customers mainly to assist with information exchange, problems, and requests.
- Spearhead hospitality efforts while guests are in attendance which includes, but is not limited to, assigning available office space, coordinating meals, and coordinating deliveries and storage.
- May serve as a customer service ambassador as needed
- Overall office oversight which includes maintaining an organized filing system, monitor inventory, and placing supply orders.
- Works with all departments as needed to build and execute various plans
- Provide direct support to General Manager by participating in administrative functions such as budgeting, developing tracking reports, and research, prepare, edit reports and presentations as needed

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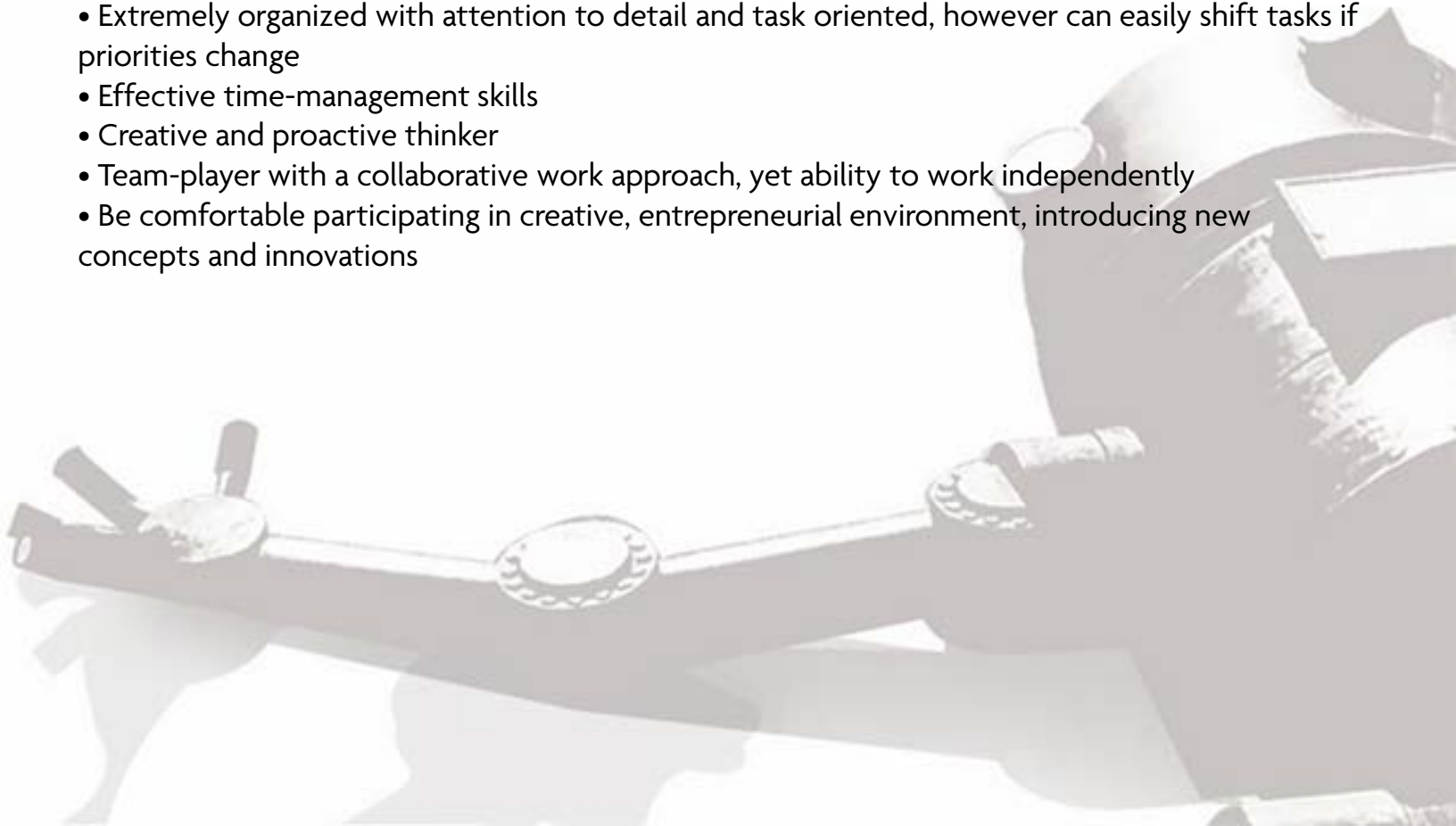


RESPONSIBILITIES AND DUTIES CONTINUED...

- May operate as office support for localized computer software/hardware
- Coordinates meetings and calendar appointments for local AREA15 team, assisting with expense reporting and travel arrangements as needed
- Provide administrative support to Accounting
- Manages and maintains inventory of office supplies
- Maintains presentation of office space and conference rooms
- Manages and maintains team and tenant emergency contact information and related programs
- Contributes to team effort by accomplishing related results as needed.
- Other duties as assigned

QUALIFICATIONS:

- College degree in business management, communications or related field preferred, real estate experience a plus
- Exceptional customer service, written & verbal correspondence and communication skills
- Experience with Microsoft Suite (Outlook, Word, Excel, Powerpoint) preferred, HubSpot a plus
- Extremely organized with attention to detail and task oriented, however can easily shift tasks if priorities change
- Effective time-management skills
- Creative and proactive thinker
- Team-player with a collaborative work approach, yet ability to work independently
- Be comfortable participating in creative, entrepreneurial environment, introducing new concepts and innovations



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ABOUT AREA15

AREA15, located minutes from the Las Vegas Strip, is the world's first purpose-built experiential entertainment complex offering live events, immersive activations, monumental art installations, extraordinary design elements, unique retail, ground-breaking technology, bars and eateries and much more. With a growing collection of dynamic destinations including [Emporium](#), Oddwood, [Dueling Axes](#), [Lost Spirits Distillery](#), a culinary experience by Todd English and its anchor experience, [Meow Wolf Las Vegas](#). AREA15's ever-changing art, retail and entertainment attractions will draw locals and tourists of all ages when it opens in September 2020.

For more information visit www.AREA15.com and follow on Instagram and Twitter: @AREA15Official; Facebook: [AREA15LasVegas](#) and YouTube: [AREA15](#).

AREA15 is an equal opportunity employer and values diversity. We are committed to complying with all federal, state and local laws providing equal opportunities and all other employment laws and regulations.

SALARY

Commensurate with experience. Personal factors such as your demonstrated hard and soft skills, level of education, history in the sector or industry, and relevant work experience will all be evaluated.

TO APPLY, PLEASE FILL OUT OUR [EMPLOYMENT APPLICATION FORM](#) AND ENTER "OFFICE COORDINATOR" AS THE POSITION YOU ARE APPLYING FOR.

