



Falcon Technology is a veteran-owned company dedicated to delivering advanced computer, phone, website, and other information technology solutions as well as business process outsourcing, training, and consulting services to public and private sector organizations. We serve clients throughout the US with a regional market focus in Nevada and Southern California. Falcon Technology specializes in meeting the needs of the healthcare, legal, small to medium size business, and non-profit vertical markets.

We are actively looking for an **Office Coordinator** who will be responsible for providing administrative, marketing, and sales support for the company.

ESSENTIAL JOB FUNCTIONS

- ✓ Communicate with all levels of personnel within the company as well as outside the company. Develop correspondence, provide telephone support, general office management and schedule appointments as necessary
- ✓ Communicate with existing and potential customers regarding Falcon Technology's offerings and the offerings of specific Falcon Technology marketing clients
- ✓ Provide administrative support to sales staff, project management and training staff, accounting office and senior level personnel
- ✓ Compile and mail marketing materials
- ✓ Track contact information for all marketing materials mailed and follow up on a regular basis
- ✓ Coordinate receipt of documents needed for credentialing, licensing, and contracting
- ✓ Complete other duties as assigned

QUALIFICATIONS

- ✓ Minimum 2 - 3 years related experience in an office setting
- ✓ Excellent computer skills with experience in MS Office
- ✓ Ability to create and maintain spreadsheets and create reports
- ✓ Strong verbal and written communication skills
- ✓ Excellent time management and organizational skills with the ability to setup and track data and information
- ✓ Ability to multi-task and prioritize effectively
- ✓ Must be a self-starter but must be able to also work in a team environment
- ✓ Ability to coordinate tasks and manage projects with strong attention to detail and follow-up
- ✓ Requires strong customer service, excellent people skills and ability to work with diverse management styles
- ✓ Ability to build and maintain positive attitude while maintaining an approachable and friendly demeanor
- ✓ IT and/or Healthcare experience a PLUS
- ✓ Spanish speaking a PLUS

Falcon Technology is an Equal Opportunity Employer. All prospective employees must complete pre-employment screening, including a background check and a drug test.

Interested applicants should email their resumes to hr@falcontek.com.

Job Location: Las Vegas, NV

Compensation: \$12 - \$15 per hour