



JOB DESCRIPTION

Job Title: Showroom, HR, and Marketing Coordinator
Department: Administration
Reports To: Human Resources Director
FLSA Status: Non-Exempt (Hourly)

Position Summary:

The Showroom Coordinator is the first point of contact for clients, tasked with creating and memorable experience in the iSpace showroom. This role ensures that every client interaction reflects iSpace's commitment to excellence, providing a polished and engaging experience. Equally important is fostering a positive and supportive environment for employees by assisting Human Resources and Marketing with administrative tasks that enhance the overall employee experience. Success in this role is measured by the ability to anticipate client and employee needs, offer thoughtful solutions, and ensure every interaction leaves a lasting impression of professionalism, warmth, and expertise.

Essential Duties and Responsibilities: To perform this job successfully, an individual must be able to perform the following satisfactorily; other duties may be assigned. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Showroom Coordinator Duties:

- Manages office, client and employee supplies inclusive of keeping necessary materials in stock and ordering supplies as special requests are required.
- Co-ordinates the business card ordering process.
- Acts as the point of contact for office building maintenance and communication.
- Answers general office questions and communicates required messages as needed.
- Collection, distribution, delivery, and postage of daily mail.
- Coordinates meeting spaces in office building outside of iSpace.
- Coordinates catering, and sets-up/tears down for meetings/events as needed.
- Daily maintenance of coffee machine, client and employee refrigerators and conference rooms.
- Provides general administrative support to the CEO/President as requested.
- Keeps design library clean and organized. Orders materials from vendors as necessary
- Coordination of employee travel as needed.
- Greets and engages guests with professionalism. Minimum phone engagement.
- **Other Showroom Coordinator duties as needed to meet business needs.**

HR Coordinator Duties:

- Assist in recruitment efforts of open positions in the organization.
- Plan and schedule phone screens and interviews with candidates.
- Manage job postings in-house and on job portals and social networks.
- Assist with screening resumes and applications.
- Help prepare Word, PowerPoint, and Excel documents.
- Create reports on the HR-related process when required.
- Maintains office safety program and presents quarterly to new hires.
- Be an active participant on the iSpace iMPact Team.
- Assist the HR Director with day-to-day tasks.
- Maintains the integrity and confidentiality of human resource files and records.
- **Other HR Coordinator duties as needed to meet business needs.**

Marketing Coordinator Duties:



- Coordinate and create content for iMPact Team and HR related communications to go out on all social media platforms.
- Participate in the planning and coordination of events; both client and company.
- Create monthly employee engagement slides.
- **Other Marketing Coordinator duties as needed to meet business needs.**

Hold Self and Others Accountable to Serve as a Steward of iSpace Core Values and Brand

- We are **EXPERTS**: We provide well thought out solutions to support our client's business needs.
- We are **RESOURCEFUL**: We will find ways to get it done and make it look easy.
- We **VALUE** all **PARTNERSHIPS**: Our partners are not viewed as transactions, but friends. We support each other and celebrate in each other's successes.
- We believe in **TEAMWORK**: All of us together are better than each of us alone.
- We have **FUN**: Having fun is part of our work experience. We bring our culture to life by enjoying ourselves and each other.

Competencies: To perform the job successfully, an individual should demonstrate the following.

Business Ethics/Professionalism - Inspires the trust of others. Keeps commitments. Treats people with respect. Upholds organizational values. Works with integrity and ethically.

Communications - Exhibits good listening and comprehension. Expresses ideas and thoughts in written form. Expresses ideas and thoughts verbally. Good presentation skills. Keeps others adequately informed. Selects and uses appropriate communication methods.

Organizational Support - Benefits organization through outside activities. Completes administrative tasks correctly and on time. Follows policies and procedures. Drives and supports EEO initiatives and respects diversity. Supports organization's goals and values.

Planning/Organizing - Integrates changes smoothly. Plans for additional resources. Prioritizes and plans work activities. Sets goals and objectives. Uses time efficiently. Works in an organized manner.

Qualifications: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Three to five years of work experience in an administrative support role.
- Excellent judgment and discretion; ability to handle multiple priorities simultaneously, meet deadlines, and handle work-related stress is required.
- Friendly, courteous, service-oriented, professional, outgoing, and customer service oriented.
- Remain calm and professional in stressful situations.
- Detail-oriented.
- Must be able to work independently and productively with minimum supervision.
- Recognize problems, identify possible causes and resolve routine problems.
- Ability to establish and maintain professional atmosphere for employees, clients and customers.
- Excellent knowledge of Microsoft Excel, Word, Outlook, and Power Point.
- Education or experience in Human Resources is preferred, but not required.
- Strong work ethic.



Work Environment: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level is usually quiet.

Physical Demands: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this Job, the employee is regularly required to sit; reach with hands and arms and talk or hear. The employee is occasionally required to stand; walk and stoop. The employee must regularly lift and /or move up to 10 pounds and occasionally lift and/or move up to 15 pounds.

The above job description is not intended to be an all-inclusive list of duties and standards of the position. Incumbents will follow any other instructions, and perform any other related duties, as assigned by their supervisor.

ACKNOWLEDGED: Employee Signature

Date

PRINT: Employee Name

ACKNOWLEDGED: Supervisor/Manager Signature

Date

iSPACE environments is an Equal Opportunity Employer and will not discriminate against or harass any employee or applicant for employment because of race, color, creed, religion, national origin, sex, sexual orientation, disability, age, marital status, familial status, membership or activity in a local human rights commission, status with regard to public assistance, or any other basis under law.