



<b>Job title</b>	<i>Business Operations Coordinator</i>
<b>Reports to</b>	<i>Director of Operations</i>

### **Job Purpose**

The Business Operations Coordinator is responsible for supporting day-to-day business operations and executive priorities to ensure organizational efficiency and accuracy. This role assists with reporting, documentation, and project coordination while maintaining strong attention to detail and confidentiality. The ideal candidate is highly organized, analytical, and proficient in Microsoft Office, with the ability to manage multiple priorities in a fast-paced environment. This position provides exposure to leadership decision-making and core business processes.

### **Duties and Responsibilities**

Duties and responsibilities include, but are not limited to:

- Manage executive calendars, communications, and priority tracking to ensure efficient scheduling and follow-through
- Prepare, format, and maintain Excel-based reports, dashboards, and data analysis
- Develop professional PowerPoint presentations for internal and external use
- Organize, maintain, and safeguard business records and critical documentation
- Coordinate and track deliverables across multiple projects and stakeholders
- Support data collection, reporting, and analysis to assist with business decisions
- Identify opportunities for process improvement and implement organizational best practices
- Maintain strict confidentiality when handling sensitive information

### **Qualifications**

Qualifications include:

- Bachelor's degree required
- 1–3 years of professional experience preferred
- Advanced proficiency in Microsoft Excel and PowerPoint
- Strong technical aptitude and ability to learn new systems quickly
- Excellent written and verbal communication skills
- Strong organizational skills and attention to detail
- Ability to manage multiple priorities in a fast-paced environment
- High level of professionalism and discretion