

DEPARTMENT COORDINATOR

Heritage Portraits & Albums, located in Anniston, AL, is seeking a Department Coordinator! Our company creates Heritage Albums for public safety organizations throughout the country. The department coordinator is responsible for scheduling and coordinating all of the organizations that we work with in preparation for our teams to arrive. We are looking for someone to work directly with our clients step by step to guarantee an amazing photo event!

REQUIREMENTS OF THIS JOB ARE:

Office Coordinator Experience (at least 3 years)
Computer Literacy
Organizational Skills
Problem Solving Skills
Great Communication Skills
Professionalism and Reliability
A Positive Mindset
Work Well With Others

SALARY:

\$13 - \$15 per hour

SCHEDULE:

8 hour shift
Day shift
Monday to Friday
In Office work at 450 Dearmanville Road, Anniston, AL 36207
Reliably commute or planning to relocate before starting work (Required)

MAIN JOB DUTIES:

Establishing and maintaining relationships with departments by phone, email, mail, and video calls
Planning event details and aspects, including scheduling, locations, and project specifications
Creating event promotional materials (fliers, posters) and ordering them
Availability to discuss/resolve scenarios independently that could impact the integrity of the event/
project
Maintaining a working knowledge of the complex needs of a wide variety of events
Communicate with the department coordinator post-event to prepare them for project fulfillment

BENEFITS:

Dental, Health, and Vision Insurance