



HAYDEN-MURPHY EQUIPMENT COMPANY

9301 E. BLOOMINGTON FREEWAY, MINNEAPOLIS, MN 55420 • 952-884-2301 • 800-352-2757

Office Coordinator

Department: Administration

Reports To: Vice President of Finance

Location: Bloomington, MN

Status: Full-Time, Non-Union

Position Summary

The Office Coordinator serves as the administrative hub of the organization, ensuring efficient day-to-day office operations while providing support across multiple business functions, including human resources, marketing, accounting, customer service, and event coordination. This role is responsible for maintaining a professional and welcoming office environment, supporting leadership initiatives, coordinating internal and external events, managing office resources, and ensuring organizational processes run smoothly.

The ideal candidate is highly organized, detail-oriented, customer-focused, and capable of managing multiple priorities in a fast-paced environment.

Essential Duties and Responsibilities

Office Administration

- Coordinate daily office operations to ensure a safe, organized, and efficient work environment.
- Manage and order office supplies, kitchen supplies, promotional items, and other business materials.
- Maintain office equipment and coordinate service or repairs as needed.
- Serve as the primary point of contact for facility-related issues and vendor relationships.
- Manage incoming and outgoing mail, deliveries, and office communications.
- Answer and direct incoming phone calls and greet visitors in a professional and friendly manner.

Administrative Support

- Provide administrative support to leadership and department managers.
- Prepare correspondence, reports, presentations, and other business documents.
- Coordinate meeting logistics, schedules, agendas, and meeting materials.
- Manage executive calendars and assist with scheduling appointments and meetings.
- Arrange travel accommodations, including flights, hotels, rental vehicles, and itineraries.
- Prepare and submit leadership expense reports and supporting documentation.



Human Resources Support

- Assist with employee onboarding activities and new hire paperwork.
- Maintain employee records and confidential personnel documents.
- Support employee recognition, engagement, and company culture initiatives.
- Assist with benefits administration and employee communications.
- Coordinate training records and employee development activities.
- Support HR compliance and administrative processes.

Accounting Support

- Provide administrative assistance with accounts payable and accounts receivable processes.
- Assist with invoice processing, expense reporting, and document organization.
- Support accounting record maintenance and data entry.
- Coordinate vendor documentation and maintain organized financial records.

Event Planning and Coordination

- Plan and coordinate internal employee events, meetings, training sessions, and company celebrations.
- Organize customer appreciation events, open houses, trade shows, and other external events.
- Coordinate event logistics, vendors, catering, materials, registrations, and communications.
- Manage event budgets and timelines to ensure successful execution.
- Assist with trade shows, customer events, and community engagement activities.

Customer Relationship Management

- Maintain and update customer information within the company's CRM and customer database systems.
- Ensure data accuracy and completeness through regular audits and updates.
- Generate customer lists, reports, and communications as needed.
- Support sales and marketing initiatives through customer database management and reporting.

Qualifications

Education & Experience

- Minimum of 3 years of administrative, office management, or coordinator experience preferred.
- Experience supporting multiple business functions, including HR, marketing, accounting, or customer service, is highly desirable.

Knowledge, Skills, and Abilities

- Excellent organizational and time-management skills.
- Strong verbal and written communication abilities.
- High attention to detail and accuracy.
- Ability to manage multiple projects and priorities simultaneously.
- Strong customer service and interpersonal skills.
- Ability to handle confidential information with professionalism and discretion.
- Proficiency in Microsoft Office Suite, including Outlook, Word, Excel, and PowerPoint.
- Experience with CRM systems, HRIS platforms, and accounting software preferred.
- Ability to work independently while collaborating effectively across departments.

Physical Requirements

- Ability to sit, stand, and move throughout the office environment.
- Ability to occasionally lift and move items up to 25 pounds.
- Ability to travel locally for events and meetings as needed.

Success Measures

- Efficient and professional office operations.
- Timely completion of administrative and leadership support tasks.
- Accuracy of customer database and company records.
- Successful execution of employee and customer events.
- Responsiveness to employee, customer, and vendor requests.
- Effective management of supplies, expenses, and administrative processes.

Why Join Us?

The Office Coordinator plays a vital role in creating a positive employee and customer experience while supporting the success of the entire organization. This is an excellent opportunity for a highly organized professional who enjoys variety, collaboration, and making a meaningful impact across multiple areas of the business.