



Company: CxORE, LLC an EOE

Position: Business Coordinator (BC)

Type of Company: Business Process Services & Management

Location: Work from Home (company is in Davis, CA)

Reports To: Program Director

Status: Full Time, Non-Exempt

Compensation:

Benefits: Medical, Dental, Vision

Start Date:

CxORE (pronounced core):

CxORE provides Business Process Services and Management within these functional areas: administration, finance, human resources, technology, and strategy. Our goal is to create newfound capacity for organizations so they can focus on their purpose and performance while CxORE concentrates on critical business services.

POSITION OVERVIEW:

The Business Coordinator position is the outward-facing position in the company, and these individuals are a point of contact for our Clients. BC's are assigned client accounts to support. Support of the Client can include but is not limited to general administrative, accounting, and human resources support or supporting CxORE Teammates performing work in our service lines. This is a work from home position, and all technology needed to perform the job duties will be provided. Training will also be provided.

KEY DUTIES AND RESPONSIBILITIES:

- Available M – F (full-time) and responsive to support the Client in all the duties assigned to them
- Follow the processes outlined by CxORE or Client
- Solve problems for the Client
- Able to perform tasks associated with running a small business
- Operate various software programs
- Conduct a variety of calls with the Client

MINIMUM QUALIFICATIONS:

- Higher education or significant experience supporting business activities
- Must also have a natural inclination towards technology
- Proficiency in Office Microsoft 365 and understand its associated applications
- Good working knowledge of Adobe, DocuSign, Zoom, and QuickBooks
- Basic accounting and bookkeeping skills are required
- Show competence in software programs in the first month of hire
- Customer service oriented with a 'yes we can' attitude
- Pleasant phone voice and good communicator

DESIRED QUALIFICATIONS:

- Knowledge of and experience in Process Street, Calendly, Okta, ZOHO
- Bilingual
- Experience working in or with nonprofit organizations