



Job Description:

We are looking for a talented and motivated Events Coordinator to manage the planning and coordination of events and daily activities at the Field Support Office at the RDO Building. The ideal candidate is adaptable, a strong communicator, and dedicated to providing a great experience for our stakeholders. The best fit for our organization is an Events Coordinator who can manage the daily details with big-picture thinking to ensure proper execution of events.

At R.D. Offutt Company, we make decisions thoughtfully, balancing the impact on each of our stakeholders, and enact those decisions according to each of our core values. In this way, we find purpose in our work and pride in our purpose.

Specific Duties Include:

- Assist in planning and coordinating meetings and events, including scheduling, catering, invitations, lodging, building access, equipment, materials, off-site reservations, and follow-through.
- Prepare and coordinate all event resources, materials, and supplies.
- Manage scheduling and use of *The Commons* and *Training Room* for internal meetings/events and approved external events.
- Responsible for set-up and tear-down of *Training Room* and other on-site conference rooms.
- Maintain catering carts, pantry and catering needs on a weekly basis.
- Manage inventory and reordering with the appropriate vendor representatives that are responsible for the hospitality provisions throughout the building.
- Partner with stakeholders in the planning and delivery of events to ensure requirements and expectations are met.
- Coordinate with vendors and stakeholders throughout the event planning process to ensure everything is in order.
- Proactively handle any arising issues and troubleshoot any emerging problems leading up to and on the event day.
- Propose ideas and feedback to improve event quality.
- Partner with the Human Resources team on various projects and tasks, to include, but not limited to:
 - Recruiting support – creating and posting positions, setting up phone interviews, scheduling assessments, and pre-employment screenings. and assessments.
 - Separation support – create and send separation paperwork and schedule exit interviews.
 - Reporting requirements for the Registered Apprenticeships across the organization.
 - Assist with employee file retention efforts.
- Follow all safety rules and regulations while performing work assignments and adhere to all policies and procedures as specified in company manuals and as directed in the employee handbook.
- Conduct self in the presence of customers and community so as to present a professional image of R.D. Offutt Company.

- Proactively seek and participate in available company-sponsored training, in an effort to develop and advance knowledge base and skill set.
- Participate in all company/location driven communication efforts, including open book meetings, huddles, department meetings and other related efforts.
- Maintain a positive and professional working relationship with peers, management, and support resources, with a constant commitment to teamwork and exemplary customer service.
- Perform all other duties as assigned by management in a professional and efficient manner.

Job Requirements:

- Experience with event coordination or comparable role.
- Excellent written and oral communication skills.
- Strong attention to detail and organization.
- Ability to maintain the highest level of confidentiality in handling sensitive team member information.
- Ability to handle multiple projects and priorities in a professional and timely manner.
- Self-starter with a proactive approach in resolving problems and issues.
- Ability to read, analyze, and interpret information and data.
- Ability to interact and partner with team members at all levels in the organization and externally.
- Ability to effectively present information in a clear manner, demonstrate concepts or processes, and respond to questions.
- May be required to work outside of typical work hours occasionally as some events may be after hours. Lead time would be provided.
- Proficient with Microsoft Outlook, Word, Excel, and PowerPoint.
- Candidates must have valid work authorization and be able to work in the U.S. without company sponsorship.

EOE/M/F/Disabled/Veteran

Essential Job Functions:

Activity	Never	Occasionally	Frequently	Constantly
Hours Per Day	0 Hours	Up to 3 hours per day	3-6 hours per day	6-8+ hours
Sitting				X
Walking		X		
Standing		X		
Bending (neck)			X	
Bending (waist)		X		
Squatting	X			
Climbing	X			
Kneeling	X			
Crawling	X			
Twisting (neck)		X		
Twisting (waist)		X		

Hand Use: Dominant Hand Right___ Left___				
Is repetitive use of hand required?		X		
Simple Grasping		X		
Power Grasping	X			
Fine Manipulation	X			
Pushing/Pulling		X		
Reaching (above shoulder level)		X		
Reaching (below shoulder level)		X		
Lifting:				
0-10 lbs.			X	
11-25 lbs.	X			
26-50 lbs.	X			
51-75 lbs.	X			
76-100 lbs.	X			
Carrying:				
0-10 lbs.			X	
11-25 lbs.	X			
26-50 lbs.	X			
51-75 lbs.	X			
76-100 lbs.	X			
Driving cars, trucks, forklifts, other equipment?	X			