RUSH

Administrative Coordinator – The Rush Companies

Department: Rush Development Company
Reports To: HR Manager
FLSA Classification: Hourly/Non-Exempt

Job Summary

We are seeking a professional, detail-oriented **Administrative Coordinator** to join our team. This role serves as a key point of contact for employees and visitors and provides essential support to the Human Resources department. The ideal candidate brings a warm, welcoming presence while maintaining a high level of confidentiality and organizational excellence.

Essential Duties

- Serve as the first point of contact for guests and incoming calls
- Manage incoming/outgoing mail and deliveries
- Order and maintain office supplies and support general office organization
- Assist with meeting coordination, company events, and internal communications
- Provide ad hoc administrative support to HR or leadership as needed
- Assist Recruiter in coordination of onboarding processes, including background checks, new hire paperwork, and orientation scheduling
- Support the HR Team in the maintenance of employee records and ensure compliance with HR documentation practices
- Support the recruiting process: posting jobs, scheduling interviews, and communicating with candidates

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Qualifications

- 1–3 years of experience in an administrative, HR assistant, or front office role
- Strong written and verbal communication skills
- High attention to detail and ability to manage multiple priorities
- Proficiency in Microsoft Office (Outlook, Word, Excel)
- Professional, positive demeanor and strong customer service skills
- Ability to handle confidential information with integrity

- Above average attention to detail
- Excellent organizational skills

Job Requirements

Education

- High school diploma or equivalent

Experience

- 1-3 years customer service and/or administrative experience
- Prior HR exposure *preferred*

Special Skills

- Effective time management skills
- Above average organizational skills
- Strong phone etiquette and customer service skills
- Ability to maintain confidentiality at all times
- Excellent verbal and written communication skills
- Experience with MS Office suite of applications (Outlook, Teams, Excel, Word, etc.)

Compensation & Benefits

- **Compensation**: $25.00 - $28.50/hour
- **Benefits:** Medical, Dental, Vision, Life Insurance, Dependent Care Insurance, HSA, FSA, Employee Assistance Program, Short Term Disability Insurance, 401 (k), 401 (k) Match. Annual Bonus. Other supplemental plans available upon request
- **PTO:** 108 hours of paid time off (combined vacation and sick leave) per year
- **Paid Holiday:** 8 paid company holidays annually.

Physical Requirements

- Able to move freely throughout the building to access file cabinets, office equipment, supply room, etc., and ability to lift up to 15 lbs.

Our team members at The Rush Companies have a strong reputation for exercising integrity, good judgment and sound business practices in our dealings with clients, consultants, subcontractors and suppliers. We are committed to selecting only those individuals who share in our loyalties while also maintaining our standards of quality and safety.

Equal Opportunity & Drug-Free Employer

Disclaimer: This job description is only a summary of the typical functions of the job, not an exhaustive or comprehensive list of all possible job duties and responsibilities.