



Business Services Coordinator - Fond du Lac Full Time

ADVOCAP, Inc., is a recognized leader in anti-poverty and self sufficiency programming. We are a private, nonprofit agency committed to creating opportunities for people and communities to reduce poverty, and increase self-sufficiency.

The Business Services Coordinator will manage, coordinate and assist the Executive Director in negotiating corporate insurance policies; manage Agency wide copier contracts, equipment leases and space leases; manage homeowner loans including payoff letters, subordinations and filing mortgages; ordering supplies and managing supply inventory; maintaining Agency cell phones and Agency phone lists; oversee receptionist positions at the Oshkosh and Fond du Lac offices; coordinate executive trainings and new hire on-boarding; track ADVOCAP vehicle registrations and titles; work on special projects under the direction of the Executive Director.

Job Requirements:

- At least four years related office management experience is preferred to meet job standards
- Knowledge of basic business practices and risk management experience is required
- Strong communication skills required
- Able to thrive in a fast-paced environment
- Strong attention to detail
- Can collaboratively and effectively work with others
- Organized and professional
- Must possess word processing skills and demonstrate proficient use of spreadsheets
- Occasional travel is required within Fond du Lac, Green Lake and Winnebago counties
- Ability to work with diverse individuals and groups. Sensitivity to issues concerning poverty and the poor
- Drug screening, and fingerprinting for background check required

Minimum starting wage is \$19.42 per hour. This full time position will have access to our full benefit package which includes: health, dental, vision, life, STD, vacation, sick and holiday pay, and Retirement/401k option.

Please submit resumes with cover letter to:
Human Resources, ADVOCAP, Inc.,
PO Box 1108, Fond du Lac, WI 54936-1108 OR
FAX 920-922-7214 OR Email hr@advocap.org

Application materials submitted by 1/21/22 will receive primary consideration. Please include job title in subject line when applying.

www.advocap.org
AA/EOE