



Join our team!

We are looking for an amicable, outgoing, competent Office Coordinator to help with the organization and daily administrative operations with our environmentally focused consulting company. The ideal candidate will be a hard-working professional who is able to undertake a variety of office and client support tasks, work diligently independently and as part of our team, is comfortable working with a high degree of attention to detail and discretion as well as incorporating new and effective ways to achieve better results.

If you are a person who takes pride in their work, can multi-task, solve problems and be a contributing member to a lively, creative and passionate team we want to talk to you!

Who are we?

Iris Waste Diversion Specialists design, implement and manage waste diversion and materials management programs for clients across Michigan. Our success is grounded in being passionate about what we do, enjoying our work, and having fun along the way. As a team member at Iris, you are valued for your ideas, creativity, work ethic and dedication to environmental protection and resource conservation. We provide a casual yet diligent environment, where we become more than co-workers. Being part of the Iris team is being part of a team of strong, impassioned, individuals who respect and value each other for our innate gifts and talents. We go above and beyond for each other and for our clients making us well known and highly respected in the industry.

Duties and Responsibilities

- Performs administrative and office support activities
- Coordinates staff meetings, prepare agenda, record and send notes to the staff
- Maintains the inventory of office supplies and places orders for supplies
- Interfaces with companies for maintenance or upgrade of office equipment and services
- Organizes and manages internal filing system
- Provides client-specific support as needed
- Assists with event planning
- Occasionally works at client events, overnight stays may be necessary
- Performs light housekeeping duties

Education Requirements

- Minimum high school diploma or equivalent

Skills, Knowledge, and Abilities

- Highly proficient with Microsoft Excel and Word
- Excellent verbal and written communication skills
- Excellent customer service skills
- Extreme attention to detail
- Ability to use initiative, identify inefficiencies and provide solutions
- Ability to manage time effectively
- Comfortable working independently
- Strong Internet research skills
- Ability to maintain a positive attitude and contribute to a positive work environment
- Ability to adhere to office procedures and policies
- The desire to continuously learn and contribute with enthusiasm and confidence
- Ability to maintain discretion handling confidential corporate and client information, proprietary materials and approaches

Iris Waste Diversion Specialists provides competitive pay, flexible scheduling, paid holidays, educational opportunities, and is an Equal Opportunity Employer.

Please submit a cover letter and resume to saundra@iriswds.com. For more information about Iris Waste Diversion Specialists visit www.iriswds.com.