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[www.tradepointatlantic.com](http://www.tradepointatlantic.com)

6995 Bethlehem Blvd.  
Baltimore, Maryland 21219

***Position: Administrative Coordinator***

TradePoint Atlantic, LLC. is seeking an Administrative Coordinator to join its corporate headquarters located in Sparrows Point, MD. The position will handle the front desk as receptionist and support the administrative functions of TradePoint Atlantic's Corporate office team. The position requires a high level of professionalism, including timely responses to employees, clients, guests, customers, and the public. This is a full time, non-exempt, Monday – Friday, 8 a.m. – 5 p.m. position.

***Key Job Responsibilities:***

- Greet employees, customers, and visitors in a courteous, pleasant, and professional manner
- Answer incoming calls and emails, greet visitors and callers, route and resolve information requests
- Daily interface with numerous corporate executives, directors, managers, department personnel, customers, employees, and other visitors
- Travel coordination and arrangements
- Maintain office and kitchen supplies
- Place and receive orders/supplies
- Receive packages/parcels and coordinate disbursement
- Coordinate daily mail, expedite overnight services, and courier services
- Review and coordinate conference room calendars and be familiar with daily schedule of meetings and expected guests
- Maintain meeting rooms (consistent cleanliness and preparation)
- Stock mini refrigerators in meeting rooms
- Order food (breakfast, lunch, other) for meetings, as requested
- Assist with event-related tasks
- Create and maintain filing systems, both electronic and physical
- Prepare personal protective safety hats and vests for guests
- Create and maintain basic spreadsheet data as requested by various departments
- Support the Accounting department with reconciling vendor, customer, and other miscellaneous statements with company records
- Special projects and handling of delegated tasks as needed

***Key Competencies***

- Communication Proficiency (oral and written)
- Customer Focus (internal and external)
- Organizational Skills

***Position: Administrative Coordinator, front desk***



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- Interpersonal Skills
- Proficiency with Microsoft Word, Outlook, and Excel
- Ability to take direction and to interface with decision makers in a professional manner and maintain confidential information
- Ability to work proactively
- Ability to work well independently and with others in a team environment
- Effectively prioritize and multi-task

***Required Skills/Abilities***

- High school diploma/GED equivalent
- Front desk, administrative, or customer service experience preferred

***Benefits:***

- A suite of benefits including medical, dental and vision
- 401K, including employer contribution to eligible employees
- Health Savings Account, including employer contributions
- Paid Time Off
- Parental Leave
- Tuition Reimbursement

TradePoint Atlantic, LLC provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, protected veteran status, sexual orientation, gender identity or expression, pregnancy, genetic information, or any other characteristic protected by federal, state, or local laws.

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