



SourceMark, LLC

302 Innovation Drive, Suite 410
Franklin, TN 37067

Job Description: Administrative Coordinator	
Department: General & Administrative	
Reports to: President	
Type of Position: Full Time non-exempt	Hours: 40 per week

General Purpose:

We are seeking a highly organized and detail-oriented Administrative Coordinator to join our team. The Administrative Coordinator will play a pivotal role in ensuring the smooth and efficient operation of our organization by providing comprehensive administrative support across various departments. This role requires exceptional communication skills, the ability to multitask effectively, and a strong commitment to maintaining a positive and productive work environment.

Office Management:

- Manage office supplies, inventory and equipment maintenance.
- Coordinate and manage office services, repairs and vendor relationships and portals.
- Assist in planning and organizing company events, meetings and conferences.

Administrative Support:

- Provide administrative assistance to executive leadership.
- Prepare and distribute internal and external communications, including emails, memos and reports.
- Handle emails and inquiries, directing them to appropriate personnel.
- Assist in drafting and formatting documents, presentations and spreadsheets.
- Manage/train new employees on travel and expense management platform.
- Assist with new employee onboarding process (verifications, equipment setup, deployment, etc).

Data Management/Regulatory:

- Manage quality management platform launched in 2023 and serve as in-house liaison.
- Pharmacy license renewal and process management by State.
- Contract coordination, DocuSign management.
- Assist management in preparation and execution of regulatory inspections and audits.
- Assist with case management for FDA and MDR compliance.
- SOS licenses.
- State tax exemption renewals.
- Other related duties as assigned by management.



Skills/Qualifications:

- Bachelor's Degree Preferred or 5 years administrative experience
- Self-motivated, strong organizational skills, detail-oriented, ability to prioritize, multi-task and meet deadlines
- Excellent writing, communication, and presentation skills in order to collaborate with various teams/projects
- Proficiency in full Microsoft Office suite, especially with Excel and PowerPoint

Physical Requirements:

- Must be able to sit at a desk and work on a computer for extended periods of time

Serve as a thought partner to leadership to enhance culture and connectivity in the organization.

Proactively and independently organize and expedite workflow and initiate follow-up when necessary to ensure deadlines are met.

Collaborate with administrative peers on departmental initiatives and events as needed.

Work independently with minimal instruction, assuming increased levels of responsibility and decision making.

Complete quality work on a timely basis, using judgement to identify most urgent issues and working to resolve them.