**Performance Review for Office Coordinator**

**Title of Position:** *Office Coordinator*

**Department:** *Operations*

**Reports to:** *Operations Manager*

**Employment Type:** *Full Time, Exempt*

**Name of Employee: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Date of Review: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Overview of Position/ Job Purpose:**

The Office Coordinator is responsible for overseeing tasks as assigned by the Operations Manager, COO, and CEO. These tasks span a wide array of duties and require an individual who is excited about contributing as a team member.

| **Office Coordinator Duties:** | Needs Work | OK | Great | Comments |
| --- | --- | --- | --- | --- |
| **1. Completes Tasks on Time** |  |  |  |  |
| **2. Keep Files & Documents Organized** |  |  |  |  |
| **3. Has Positive Vendor & Staff Relationships** |  |  |  |  |
| **4. Maintains Office and Supplies** |  |  |  |  |
| **5. Keeps Updated & Accurate Records** |  |  |  |  |
| **Company Values** | Needs Work | OK | Great | Comments |
| **1. Teamwork** |  |  |  |  |
| **2. Passion & Dedication** |  |  |  |  |
| **3. Internal Communication** |  |  |  |  |
| **4. Resourcefulness** |  |  |  |  |
| **5. Adaptability** |  |  |  |  |

**Milestones & Expected Date for Achievement:**

**1.**

**2.**

**3.**

**Personal Goals:**

**1.**

**2.**

**3.**

**Comments:**

**Review Rating (1-3): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Name of Manager: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Signature of Manager: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Name of Employee: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Signature of Employee: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**