

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.

<u>Office Coordinator Duties:</u>	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				
<u>Company Values</u>	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:
