



HUMAN PERFORMANCE

OFFICE COORDINATOR

East Coast Office: Alexandria, VA

WHO WE ARE

At O2X, we improve the lives of tactical athletes through world class Human Performance programs. Our work extends to over 100 federal, military, and municipal organizations, where we aim to cultivate a culture of wellness, support healthy lifestyles, and reduce healthcare costs linked to injuries and illnesses. Rooted in our shared passion for improving lives, our team dedicates itself to continuous improvement, striving to make our clients, and ourselves, 1% better every day.

THE ROLE

As an O2X Office Coordinator for the East Coast office, you will play a pivotal role in the efficient operation of the East Coast Office by assisting in managing daily operations focused on client management and logistics, ensuring resources are readily available for seamless workflow. The role also involves fostering effective communication and collaboration across departments, integrating new technologies to streamline operations, and providing essential administrative support to maintain smooth day-to-day operations.

We're looking for a self-driven individual who thrives in dynamic environments and is passionate about human performance in the tactical community. You will apply meticulous detail to oversee the intricate logistics involved in coordinating packaging, shipping, and all aspects essential for support of successful human performance events. Your role extends to supporting our client services and operations team in many of the activities to ensure we delivery impeccable service to our clients.

KEY RESPONSIBILITIES

Client Services: Working closely with the client services team on monthly and quarterly reporting to ensure deliverables are aligned with client goals and are of the highest quality.

East Coast Office Management: Contribute to the efficient operation of the East Coast Office by assisting in the meticulous management of inventory and logistics, ensuring seamless workflow and resource availability.

Collaboration with Client Services and Business Development Teams: Working closely with the Client Management and Business Development teams on strategies to ensure company growth.

Service Expansion Support: Provide invaluable support towards the expansion of service capabilities across specified territories, contributing to the growth and reach of the organization's offerings.

Administrative Support: Provide essential administrative support by managing office supplies, recording equipment inventories, coordinating deliveries, and facilitating printing projects, ensuring smooth day-to-day operations.

Operations Strategy Development: Develop innovative strategies tailored to optimize operational processes, leveraging insights and best practices to enhance overall effectiveness and performance.

Technology Integration: Stay abreast of emerging technologies and propose their integration to streamline operations and elevate service delivery standards, promoting continuous improvement and innovation.

Cross-Departmental Communication: Foster seamless communication and collaboration by managing event scheduling, materials distribution, and communications across departments, ensuring alignment and cohesion.

Operational Efficiency Improvement: Actively identify areas for improvement, streamline existing processes, and implement measures to enhance operational efficiency while driving cost-effectiveness.

Event Logistics Coordination: Take charge of the intricate details involved in coordinating packaging, shipping, and all logistical aspects essential for the smooth execution of human performance events.

Training Material Inventory Management: Oversee the comprehensive inventory management of training materials and equipment, ensuring readiness for training events and maintaining accurate records.

Space Organization: Implement systematic cleaning and organization strategies within designated storage spaces, optimizing accessibility and maintaining a tidy environment conducive to operational effectiveness.

MINIMUM REQUIREMENTS

- Bachelor's degree and/or military service
- 2+ years of operations experience
- Experience managing operations and project management skills
- Demonstrated successful organization and problem-solving skills
- Sharp attention to detail and process management skills
- Ability to manage multiple projects simultaneously
- Proven time management skills
- Proficiency in Google suite, Microsoft suite, and Monday.com
- Interpersonal and relationship management skills with high attention to customer service
- Solid understanding of the benefits of maximizing human performance
- Excellent project management and problem-solving skills.
- Effective communication skills in English, both written and verbal.

DESIRED TRAITS

- A deep commitment to the O2X mission and a desire to make a meaningful impact on tactical athletes' overall health.
- Self-motivated with high energy and a strong drive to succeed.
- Ability to work autonomously while excelling in a collaborative team environment.
- Superior organizational skills and the ability to multitask effectively.
- Capacity to perform under pressure in a fast-paced environment.
- Creativity and innovation in enhancing the well-being of tactical athletes.
- Strong interpersonal skills to build lasting internal and external relationships.
- Ability to lead by influence, promoting wellness within the organization.
- Flexibility and adaptability, with a strong sense of teamwork.
- Willingness to travel as required and meet the physical demands of the role.

COMPENSATION + BENEFITS PACKAGE

- Competitive base compensation
- 401k with company contribution
- Comprehensive medical, dental, vision package
- Short and long term disability benefits
- Life insurance + supplemental benefits options
- Paid Federal Holidays + Paid Time Off

Value based company with a culture based on trust, freedom, continual self-improvement and a shared commitment to elevate the communities that serve America