



**ECTOR COUNTY, TEXAS  
HUMAN RESOURCES DEPARTMENT**

**OFFICE COORDINATOR  
ECTOR COUNTY COLISEUM**

The Ector County Coliseum is in need of an Office Coordinator. The Office Coordinator will be under the supervision of the Coliseum Director and the Assistant Director.

**PRIMARY DUTIES:** Organize and manage day to day office duties including but not limited to coordinating, through various types of correspondence, with patrons to book events, issue contracts, secure payments, and acquire proof of insurance for all events at the Ector County Coliseum as required by Coliseum Director's booking policy. Organize and process all Coliseum purchases and bills for payment through requisition process and aid in maintaining financial reports. Be the first point of contact with the public by courteously answering phones/directing calls, and setting up meetings for Coliseum Director. Other duties include ordering supplies, selling tickets for Coliseum events, monitoring and maintaining hours for temporary labor, community service, and updating and maintaining Coliseum website, Coliseum social media accounts, and Coliseum mobile app.

**MINIMUM QUALIFICATIONS:** High School diploma or GED; ability to type 40 wpm with minimal errors, be able to use a 10-key calculator by touch, file alphabetically and have legible handwriting. Must have clerical experience of one (1) year or more in office procedures, bookkeeping or accounting

\*Clerical testing given at the time the application is submitted.

**SALARY:** \$16.80 p/h with benefits; Workdays & hours: Monday-Friday: 8:00am–5:00pm; occasional weekends

**DEADLINE: UNTIL A SUFFICIENT AMOUNT OF APPLICATIONS HAVE BEEN SUBMITTED FOR CONSIDERATION.**

Please apply in Human Resources Department at the Ector County Annex Building 1010 E. 8<sup>th</sup> Street, Room 126, Odessa, Texas. Ector County does not discriminate based on race, color, national origin, sex, religion, age and disability in employment or the provision of services.

**NOTICE:** Federal law requires all employers to verify the identity and employment eligibility of all persons hired to work in the United States. This employer will provide the Social Security Administration (SSA) and, if necessary, the Department of Homeland Security (DHS), with information from each new employee's Form I-9 to confirm work authorization. Passing a pre-employment urinalysis drug screen is required.

12/27/2024

Job #523