***Come work as an Administrative and Facilities Coordinator at a growing company that offers great benefits with opportunities to advance and learn alongside accomplished business leaders … Become a part of our team!***

**Get to Know Us**

Flux Power is a fast-paced, high-growth (40% YoY), publicly traded company (NASDAQ: FLUX) that is leading the adoption of lithium-ion technology solutions. We design, manufacture, and sell advanced lithium-ion battery packs that are disrupting the 100+ year old market for lead acid batteries. Our battery packs are used to power industrial and commercial equipment like forklifts and airport ground support equipment, as well as new applications like solar-powered EV charging stations.

**About the Role**

To be successful in Administrative and Facilities Coordinator role, you should be well-organized and able to prioritize multiple issues. This role is cross functional between administrative and facilities. You will play a large part in the facilities maintenance. Ultimately, you’ll help our employees, customers and guests get the most out of our facilities.

**What you Will be Doing**

* Coverage for main lobby, answering phones, greeting customers and visitors, ensuring guests are comfortable and connected with the right office personnel
* Monitoring and ordering inventory for office, break room, and facilities supplies
* Managing incoming and outgoing correspondence, including emails, mail, and packages
* Arrange for regular maintenance of equipment and internal systems (e.g., heating system, alarms, etc.
* Check rooms and furniture to identify needs for repairs or renovations
* Monitors the cleanliness of the facility.  Oversees day and night porters
* Arrange for company hazard waste disposal and recycling needs. Keep track of regular and ad-hoc facility expenses
* Maintains and schedules city, county, state, and Insurance inspections keeping permits up to date
* Acts as liaison between employees and any outside contractors needed to resolve specialized problems.
* Performs other related duties as assigned.

**Required Education and Skills:**

* High school diploma. Associate’s/College degree; BS/BA in business administration or relevant field is a plus
* Proven experience working in a professional office environment
* High proficiency in technology and Microsoft applications
* Strong verbal and written communication skills and be proficient in interacting in a cross functional department environment.
* Strong analytical and problem-solving skills, sound judgment, decision making skills and business acumen.
* Excellent multi-tasking and organizational skills for managing multiple issues until resolution.

**Other Duties**

**Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities, and activities may change at any time with or without notice.**

**What Can We Offer You for All Your Hard Work?**

**Benefits**

* Medical, dental and vision insurance options
* 401K Plan with company match
* Life Insurance
* Paid Time Off
* Paid Holidays

**COVID-19 Precaution(s)**

* Personal protective equipment provided or required
* Sanitizing, disinfecting, and cleaning procedures in place

We are committed to a safe, drug-free workplace by performing pre-employment background checks and substance testing.

**Notes**

* No recruiters, contractors, or consultants, please.
* No relocation assistance or visa sponsorships available for this position.

**Please review our career page at** <https://www.fluxpower.com/careers>

*\*\*\*Flux Power is proud to be an equal opportunity employer committed to providing employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, sex, national origin, age or disability, or any other class protected by Federal, State or local laws. Flux Power complies with all employment eligibility verification requirements of the Immigration and Nationality Act and all must have the authorization to work in the US.*