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# Example of Admin Coordinator Job Description

Our growing company is hiring for an admin coordinator. Please review the list of responsibilities and qualifications. While this is our ideal list, we will consider candidates that do not necessarily have all of the qualifications, but have sufficient experience and talent.

## Responsibilities for admin coordinator

* Main Reception cover (8hrs a week)
* New starter office and safety inductions
* Assist with formatting / reviewing admin documents on ad hoc basis
* Photos for key cards
* Invoicing (GEOS)
* Ad hoc project secretary work
* Maintain Facilities presence on intranet site (the Hub) –review and update facility information
* Coordinate semi-annual Safety Shoemobile visits
* Coordinate First Aid/CPR training for the site
* Organize Safety Council meetings, site safety meetings and misc

## Qualifications for admin coordinator

* Organized and with great attention to detail
* Ability to collaborate in a fast-paced environment
* Supervision is exercised over subordinate administrative staff within business unit
* Ability to work independently and carry assignments to completion
* Must enjoy working with people and working for a services organization
* Responsible for front desk area – answering phones and guiding guests/clients