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# Example of Admin Coordinator Job Description

Our innovative and growing company is hiring for an admin coordinator. If you are looking for an exciting place to work, please take a look at the list of qualifications below.

## Responsibilities for admin coordinator

* Support and compliance with Global Business Continuity program
* Health & Safety (H&S) Management – Act as local H&S Officer or liaise with the company H&S Officer to ensure building meets H&S requirements and complies with H&S legislation
* Responsible for a call-out system for emergencies or alarm-related calls
* Coordination and Delivery of Facilities and Administration Induction for new employees
* Support other GBS functions at a local level, such as invoice scanning and log completion for Finance where required
* Keep management informed of any issues within the organization that require attention
* Assist with additional facilities-related projects for the department as assigned
* Provides senior-level secretarial services to managers
* Tracks activities
* Provide general office and secretarial support to the Manager or Director, including, typing, transcription, file maintenance, handling inquiries, scheduling meetings and appointments and other office support functions

## Qualifications for admin coordinator

* Support the day-to-day operations of site facilities, ensuring processes and procedures are streamlined to achieve maximum efficiency in terms of cost and productivity
* A minimum of 1 year experience in Facilities and Administration related role
* Awareness of workplace Health & Safety regulations
* Minimum of a High School diploma and 5 years administrative experience in a laboratory or health care setting or an equivalent combination of education and experience required
* Manage central office calendar
* Manage Paid Time Off (PTO) and business travel arrangements for staff