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# Example of Admin Services Coordinator Job Description

Our company is looking for an admin services 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 services coordinator

* Manage complex schedules for Department Chair and high level administrators, requiring judgment in determining meeting needs, discretion related to calendar activities, prioritization of appointments and synthesizing multiple electronic calendar systems
* Assists with marketing materials and maintains websites for sales professional’s listings
* Coordinates with client and sales/client facing professionals to obtain owner approval for all marketing materials
* Creates standard listing and commission agreements
* Maintains internal and external databases such as Opportunities, LoopNet, Costar, The Well, Sales Force.com
* Coordinates the creation of press releases, client sponsored or sales/client facing professional’s events, social media feeds and obtains owner, Marketing Manager and Managing Director approvals for same as/when needed
* Fields incoming calls for sales/client facing professionals as needed for follow-up
* May arrange for travel using organization travel agent in accords to organization policies
* Working under general direction, provides administrative support to an office
* Provides general hospitality services and maintains client-ready reception area, conference rooms and other common areas

## Qualifications for admin services coordinator

* RV resort office or hotel front desk experience, a plus
* Maintains vendor relationships with vendors that provide services and goods to the office
* Provides general administrative support to an office or group of sales professionals
* Maintain the equipment and workroom
* Three years-plus of prior experience in external communications, including written and oral communication internet and social media
* Serves as receptionist/first line of contact for Division of Interdisciplinary Programs (DIP)