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# Example of Administration Coordinator Job Description

Our company is growing rapidly and is searching for experienced candidates for the position of administration coordinator. If you are looking for an exciting place to work, please take a look at the list of qualifications below.

## Responsibilities for administration coordinator

* Process and log all incoming payments
* Maintain synch licensing database
* Perform additional duties and responsibilities as appropriate or as assigned by management
* Handle all daily music requests (internal, external and remixes)
* Handle pre-release music distribution and fingerprinting
* Burn physical CD's as needed
* Circulate music approvals using various methods as directed by A&R Admin and/or Product Manager
* Handle all iPod requests for meetings and events (including track & maintain devices)
* Coordinate travel, studio bookings and other needs of showcase artists as directed by A&R
* Oversee budget, use ARTS and update forecast accordingly

## Qualifications for administration coordinator

* 2-4 years related experience coordinating reports and other computer administration functions
* Candidate must have the ability to identify issues/opportunities using problem solving and analytical skills
* Candidate must be able to work independently yet meet daily deadlines while working as a part of the Audience Development Admin team
* Working knowledge of employment recruitment, selection and retention initiatives, EEP, benefits administration
* Can work for night shift
* Extreme attention to detail and quality