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# Example of Administrative Coordinator Job Description

Our company is growing rapidly and is searching for experienced candidates for the position of administrative coordinator. Thank you in advance for taking a look at the list of responsibilities and qualifications. We look forward to reviewing your resume.

## Responsibilities for administrative coordinator

* Coordination and management of department budgets, finance-related tasks within the procurement system
* Acting as the gatekeeper to Senior and Junior-level professionals and management on a range of relationships, including clients, investors, and internal employees
* Tracking, preparing, and processing expense reconciliation, out-of-pocket reports, and invoices in a timely manner
* Scheduling of conference rooms for internal and external meetings and coordination of supporting technology
* Entering and updating contacts in Outlook
* Anticipating Managing Director needs and possible issues before they arise
* Sending to Accounts Payable for Processing
* Approving invoices
* Navigating all expenses through Workday
* Entering all expenses in OTPS spreadsheet

## Qualifications for administrative coordinator

* Confirm all invoices are paid
* Maintaining hard copies of all invoices
* Reconciling all expenses & receipts
* Replenishment of fund
* Ordering all office supplies for department
* Purchasing equipment (computers, monitors, copiers) as necessary