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# Example of Administrative Coordinator Job Description

Our growing company is hiring for an administrative coordinator. To join our growing team, please review the list of responsibilities and qualifications.

## Responsibilities for administrative coordinator

* Assist in preparation of proposals, technical reports, and the administration of government contracts including monitoring deadlines to ensure all tasks are implemented as stated within contracts
* Assist in customer and internal meetings when necessary
* Update and maintain project schedules
* Interprets and organizes data in the preparation of reports, spreadsheets or presentations
* Coordinates the development and maintenance of financial records for operating capital and headcount budgets across multiple departments
* May supervise or lead the work of other employees in accomplishing administrative responsibilities
* Answers and screens incoming calls to provide information and direct calls to appropriate staff
* Establishes and maintains files, reports, and other hard copy or computerized information related to departmental operations
* Coordinates and schedules travel and meeting arrangements
* Codes, verifies and processes expense reports and invoices for supervisor or other staff

## Qualifications for administrative coordinator

* Education equivalent to graduation from High School, or the equivalent in related work experience, demonstrating the ability to provide the highest level of customer service in a variety of settings and situations
* Demonstrates thorough knowledge of Map Point and/or other applicable internet applications
* Demonstrates knowledge of Hazardous Materials Regulations, OSHA, and DOT regulations a plus, or demonstrates a willingness to learn details of each
* Demonstrates the ability to speak a second language (Spanish/French) a plus
* Experience in an office environment performing administrative support or customer service
* Strong interpersonal skills and demonstrated ability to contribute as a team member