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# Example of Administrative Coordinator Job Description

Our company is looking to fill the role 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

* Locker Management – responsible for working with Circulation and Facilities staff, as needed, to re-core and troubleshoot lockers checked out to students
* Signage – will be responsible for working with the Facilities Manager, Facilities Coordinator, and other library departments to establish signage guidelines for the library building
* Finishes and Furniture – will be responsible for working with the Facilities Manager and Facilities Coordinator to establish and execute annual maintenance needs for library finishes (carpet, paint)
* Faculty Studies & Graduate Work Stations – responsible for the distribution, tracking, and inventory management of the Faculty Studies and Graduate Work Stations
* Ticketing System (JIRA) – will assist with coordination and distribution of facilities services requests to appropriate departments for attention and help track open requests
* JCard – will be responsible for the maintenance, tracking and adjustments to the JCard room access system, and will need to work closely with the JCard office
* Maintains inventory and equipment service records
* Submits and reconciles SAP purchasing requests and receipts for post-docs and scientists, and assists as needed in tracking inventory of research supplies & materials
* Provides trouble shooting support for HSC facilities
* Takes minutes at Departmental and Unit Level meetings, and as called upon by the Director

## Qualifications for administrative coordinator

* Strong technical skills in Microsoft Suite, MS Word, MS Excel, and MS Outlook
* Exceptional organizational skills and ability to multitask required
* Facilitates and provides support to Lead Scientist and Project PI for Heritage Science for Conservation
* Posts research on Departmental webpage, as requested
* Ability to act proactively and independently, exercising good judgment, thinks creatively to accomplish complex projects and be someone who can work with multiple interruptions and stay on task
* Must be able to perform duties without direct supervision or guidance on a regular basis