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# Example of Administrative Coordinator Job Description

Our innovative and growing company is hiring for an administrative 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 administrative coordinator

* Assist the Administrator of the Department with financial and administrative
* Provides support to Service Delivery Pre-Class, In-Class and Post-Class Process Flow
* Prepares customized business development and sales presentation materials
* Coordinates all communication between consultants, clients, and candidates to expedite and schedule interviews and client site visits
* Monitors and expedites all candidate interview activity from initial contact to on-site with client
* Provides candidates with search information materials via mail, electronically, or using web-based applications as necessary
* Works with in-house or external travel agency representatives to coordinate all travel and logistics throughout the search process
* Proofreads all written materials being submitted to clients as part of the candidate slate, including candidate summaries and narrative references, to ensure orderly and rational content, consistent formatting, and proper spelling, grammar and punctuation are present
* Prepares all final candidate slate documentation in a consistent format, suitable for presentation to a client
* Enters client and candidate information in the designated Client Management or Applicant Tracking System (ATS), runs queries and reports as necessary

## Qualifications for administrative coordinator

* Manage incoming and outgoing mail, Fed Ex, UPS, and any other deliveries for the floor
* Maintain office compliance on LEED initiative and actively participate on Green Team
* Manage administrative duties for office
* Order and stock supplies in our kitchen and supply areas
* Prepare new hires’ workstations and ensure they have necessary office supplies
* Build and maintain good relationship with building management and building parking employees