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# Example of Administrative Project Coordinator Job Description

Our company is looking to fill the role of administrative project 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 project coordinator

* Maintain and coordinate manufacturer project conference calls and agenda items
* Maintain the Dealer Agreement Log Binder with facility related information
* Maintain all department files including project drawings and surveys
* Coordinate department time sheets for proper resource allocations from Corporate Accounting
* Provide assistance and coordination of facility related matters with Real Estate, Corporate Tax, Marsh USA, and other SAI entities as may be required
* Provide assistance and act as the liaison between Project Managers and Corporate functions
* Resolve customer issues and questions
* Maintain detail and accuracy in order entry and customer requests
* Maintain and service new customer accounts
* Follow and execute any additional direction given by ISS Manager/Operations Manager that will assist in obtaining overall goals and objectives of the organization

## Qualifications for administrative project coordinator

* Assist with innovating and streamlining data collection and reporting
* Provide project assistance and coordination to multiple project teams
* Assist in historical mapping interpretation for properties
* Research Environmental, Social, and Governance status of clients
* Research and review of client sustainability reports
* Researching Environmental Health and Safety regulations – current and upcoming