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# Example of Administrative Project Coordinator Job Description

Our growing company is searching for experienced candidates for the position of administrative project coordinator. We appreciate you taking the time to review the list of qualifications and to apply for the position. If you don’t fill all of the qualifications, you may still be considered depending on your level of experience.

## Responsibilities for administrative project coordinator

* Attend quarterly administrative meetings
* Assist with maintenance of off-site storage system (Iron Mountain Storage) and electronic storage requirements
* Assist in planning and organizing department socials and marketing activities
* Participate in SH&E Committee Social Committee
* Organization and prioritization of assignments and taking initiative to follow through on pending items
* Switchboard reception relief as needed
* Interface effectively with construction field supervisors, warranty staff, new home sales consultants, vendors, subcontractors and management
* Must be detail oriented and able to deal effectively with numerous phone calls and interruptions
* Possess strong computer skills including Word and Excel applications
* Create closing packages for all new home buyers

## Qualifications for administrative project coordinator

* One to two years of experience in administrative and support staff activities
* Background in ecommerce applications strongly preferred
* Thorough knowledge of end-user business processes, policies, procedures, personnel, protocol, problem solving processes and detailed technical systems
* Ability to read, interpret, understand and apply cross-functional knowledge and to communicate effectively
* Ability to develop and work according to structured plans
* Thorough knowledge of information systems, technology, computer hardware and software and operating systems