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# Example of Administrative Services Coordinator Job Description

Our company is growing rapidly and is hiring for an administrative services 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 services coordinator

* Coordinate the IT procurement processes for University Advancement and maintain technology inventory according to University policies and procedures
* Oversees administrative projects for Finance and Enterprise Services (FES), the Executive Director and KLS-wide
* Administers a complex calendar for the executive director, including planning and executing travel arrangement, reimbursements and other related activities, and organizes files
* Coordinates and participates in leadership team and other meetings and events, organizing agendas, action items and planning to ensure smooth execution
* Reads, proof-reads, researches, and drafts communications
* Ensures on-target outcomes of the Administration budget (approximately $40k), tracking administrative expenses, performing monthly reviews, quarterly reforecasts and the annual budget submission
* Reports on and liaises as needed to Harvard Library and external business, college and university libraries
* Anticipates team and administration needs and takes action proactively
* Acts as an integral member of a three-person team, helping as needed on projects and providing coverage for absences of other team members
* Compile, organize, and summarize data from multiple sources

## Qualifications for administrative services coordinator

* Spanish and/or French language skills a plus
* Experience with Microsoft Outlook, and proof-reading/editing
* Cross-functional collaboration with department coordinators
* At least 3 years of Executive Administrative Assistant experience
* High school diploma or GED with 2+ years of experience in administrative position
* Entry level accounting experience