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# Example of Assistant Coordinator Job Description

Our company is growing rapidly and is searching for experienced candidates for the position of assistant 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 assistant coordinator

* Ensure the delivery of the Accounts Payables
* Handle Accounts Receivables for the subscriptions
* Make responsible decisions and perform many functions independently, and be able to deal with highly sensitive information in a confidential manner
* Process all department paperwork including invoicing, shoot schedules, delivery specs and field production information
* Coordinate all manpower schedules, air travel, rental cars, hotel accommodations and other details for department shoots
* Arrange show logistics for department shoots including equipment, logistics and crew needs
* Maintain department budget spreadsheets including monthly accounting, accruals and vendor invoicing
* Provide onsite Coordination for remote shoots when needed
* Support and input workflow in SchedulAll system for the Original Productions department
* Creation and distribution of shoot information for all Original Productions shoots

## Qualifications for assistant coordinator

* Should possess a strong interest in the academic, personal, and career development of NSU student-athletes sensitivity to their social and educational needs
* Should be willing to work nights and weekends as needed
* Plan all travel and travel related details as assigned
* Creating and maintain general correspondence
* Creating and maintain various reports
* Organize and schedule meetings for VP and other department managers