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# Example of Assistant Coordinator Job Description

Our innovative and growing company 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

* Assist with the capture, uploading and updating of project data and the creation of new project case study sheets as required
* Assists in the preparation of information and materials for submittals, presentations and proposals
* Maintains photographic, proposal, and firm credential files
* Participates in development of brochure materials and preparation for team presentations
* Assist in the coordination of marketing functions/special events
* May act as client contact for current project and new business accounts
* Answers telephones, takes messages and/or redirects calls
* Coordinates and schedules department meetings
* Working with calendar management, requiring interaction with both internal and external executives, assists vendors to coordinate meetings
* Coordinate and organize various company events and department functions including, meetings, conference calls

## Qualifications for assistant coordinator

* Experience and passion for colors
* Must be fluent in at least one of the following languages
* Current or past California resident with working knowledge of state geography - cities, regions
* Strong multi-tasking ability with excellent attention to detail
* Ability to quickly learn new tasks
* Strong interpersonal skills to relate to different people with a variety of skill sets