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# Example of Assistant Coordinator Job Description

Our 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

* Coordinate the entire pursuit process from early strategy through proposal and pursuit interview while working closely with other members of the marketing team while upholding the standards set forth in the Brasfield & Gorrie brand manual, and debriefing of efforts and sharing lessons learned with marketing team
* Maintain project, employee information and project photography utilizing Deltek and Open Asset with careful attention to accuracy
* Identify editing suggestions for non-technical sections of client deliverables such as brochures, proposals, and presentations
* Assist in creation of internal presentations for regions, divisions, and/or departments
* Inform Corporate Communications on public relations events and/or milestones involving assigned division(s), provide them with background information, and assist with approval process with project teams and clients, if necessary
* Work with graphic designers to create graphics that support pursuit strategy or business development initiative, and division or department requests
* Proactively engage with operations and office personnel to increase knowledge of company and build relationships
* Continually seek out ways to enhance and strengthen your professional development, increase your knowledge about the construction industry, and proficiency in our department programs and processes
* Attend or support the efforts of annual trade shows and recruiting events
* Dropping rated ages in files

## Qualifications for assistant coordinator

* Human Resources policies and procedures such as employment/placement, salary administration, benefits administration, processing systems such as payroll/personnel and applicant flow, and business clerical practices and procedures
* Verbal and written communication skills for frequent contact with all levels of office associates
* Ability to set work priorities and recommend solutions to recruiting/administration issues
* Operate personal computer and work related work software, including the internet
* Ability to perform intermediate mathematics and operate calculator
* Adobe InDesign, Illustrator, and Photoshop experience preferred