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# Example of Associate Coordinator Job Description

Our innovative and growing company is hiring for an associate 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 associate coordinator

* Manage assigned portfolio of customers (distributors, direct leaders, national accounts or governmental accounts)
* Research and investigate part interpretation to solve customer inquiries (looking into part books, drawings, warranty systems, product catalogs and others)
* Effectively manage order entry and processes
* Effectively manage open line items and open order report
* Support On-Time-Delivery department metric
* Manage invoicing issues and pricing errors
* Run reports on agreed upon schedule
* Daily email/phone communication with customers to secure high levels of service
* SAP usage to achieve tasks
* Perform local purchases activities as per request

## Qualifications for associate coordinator

* BS degree in Engineering or equivalent with concentration in Water related issue
* Understanding of water treatment and drinking water standards
* Understanding or project management techniques and methods
* Position requires one to three years background in Planning, Operations or Purchasing moderate general business acumen
* Must be able to make quick decisions independently, communicate on all levels with outside suppliers and internal departments
* Minimum of 2 years of experience in Event Planning