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# Example of Branch Coordinator Job Description

Our company is looking for a branch coordinator. If you are looking for an exciting place to work, please take a look at the list of qualifications below.

## Responsibilities for branch coordinator

* Follow up with no show interviews to gain feedback and reschedule when applicable
* Understand and maintain a working knowledge of the 3 Stage Recruiting Planner
* Work with me to keep ads and posting fresh
* Follow up with colleges that the Manager has established a relationship with
* Assist with building relationships and posting with outreach organizations
* Great all applicants upon arriving at the branch (parent branch)
* Assist in managing applicants in People Answers
* Send congratulation latter to hires/ rejection letters
* Coordinate daily interview schedules with Managers
* Effectively communicate with Managers to ensure completion of all daily tasks

## Qualifications for branch coordinator

* Prepare audit communications to internal and external contacts
* Control client complaint coordination process
* Identify and research issues for manager to address red flags and/or supervisory concerns
* Run monthly reports and gather data for management's enhanced supervision reviews
* Work with team to develop and implement new ideas to improve the functions of the department
* Manage Online reviews for the Branch