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# Example of Branch Coordinator Job Description

Our company is looking for a branch coordinator. To join our growing team, please review the list of responsibilities and qualifications.

## Responsibilities for branch coordinator

* Manage the licensing of vehicles assigned to our District and Branch locations
* Prepares, issues, and sends out receipts, bills, and invoices to our customers
* Obtain established customer orders through telemarketing, faxes, customer call-ins, or sales force
* Responsible for accurately completing customer orders and returns daily
* Mail DC paperwork back to the servicing distribution center
* Answer phone, handle mail and other duties as assigned
* Monitor Company forklift fleet inventories
* Processing orders for rental and used equipment
* Scheduling deliveries and processing invoices
* Approving and coding vendor invoices for payment

## Qualifications for branch coordinator

* Forward code numbers, test dates, and any other important information needed by the Associate and the manager within 24 hours of receipt
* Ability to multitask, prioritize, and manage work flow
* Ability to work both collaboratively and independently to perform effectively under tight deadlines
* Ability to work flexible work hours and overtime
* Prior HR experience is preferred but not a requirement
* As this is an entry level development position recently obtained Bachelor's degree required