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# Example of Business Coordinator Job Description

Our growing company is looking for a business 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 business coordinator

* Process and manage department invoices using SAP/SRM interface
* Track invoice workflow status inclusive of approvals and payments through SAP
* In conjunction with the Assistant manager, communicate with vendors to ensure timely invoice processing and reconciliation
* General administrative support for MMN/MiMAC Portal projects inclusive of creating Power Point presentations and financial summaries
* Collaborate with department members to prepare/submit monthly accruals
* Create & maintain archives of all visual, video, & audio content
* Convert photo & video assets into web-compatible formats -- upload graphics content to both existing (Red Dot) and future (Share Point) portals
* Maintain & develop MMN/MiMAC Portal database and master tracking tools in applicable format (Excel/Access)
* Assist with MMN/MiMAC Portal development
* Work with a wide variety of graphics & audio applications to create presentations, training videos & stimulating visual content

## Qualifications for business coordinator

* Research new media & visual communications tools & vehicles
* Assist with all aspects of the execution of MMN/MiMAC Portal training inclusive of content development and attendee participation tracking
* Re-prioritize tasks at moment’s notice & complete projects under strict deadlines
* Bachelors Degree in related field (Accounting and/or Finance a plus)
* Intermediate skills in database software such as Excel & Access
* Intermediate skills in graphics & web-design applications such as Photoshop, Illustrator, GoLive!