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# Example of Business Services Coordinator Job Description

Our company is growing rapidly and is searching for experienced candidates for the position of business services 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 services coordinator

* Creating and implementing new initiatives, programs and services to better enhance the overall internship experience of School of Business students
* Creating and managing projects as assigned by the Director of Career Services to help achieve the goals of the Internship Program and Career Services office
* Research and acquire new corporate partnerships that support the office goals
* Purchases materials, supplies, and equipment, subscriptions, and processes documents in order to establish contracts for vendors for services, seeking input and authorization for advanced or critical decisions
* Overall management of office operations and logistics to enable the department staff to complete their tasks in a timely and efficient manner
* Manage the AVC’s calendar, schedule meetings, and screen phone calls
* Effectively handles sensitive and confidential issues on behalf of the AVC with timeliness, discretion, professionalism, and consideration of the perspective of the AVC
* Assist in the development and implementation of the office mission and goals
* Responsible for HR functions related to recruitment, hiring, and on-boarding
* Responsible for the creating and processing of new positions and requisitions in HCM

## Qualifications for business services coordinator

* Ability to manage business processes
* This individual must have exemplary communication, organization and leadership skills with an ability to work independently with little supervision and as a member of a team
* Ability to work effectively, collaboratively and in a professional manner with university and school leadership, faculty, staff, residents, students and the community that reflects diversity and inclusiveness
* Individual must have excellent Microsoft Word, PowerPoint, Outlook, and Excel skills
* Flexible and collaborative, yet able to work effectively with a high degree of independence
* Ability to function in a front-line, fast-paced, student centered and developmentally focused higher education environment