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# Example of Business Services Coordinator Job Description

Our innovative and growing company is hiring for a business services coordinator. If you are looking for an exciting place to work, please take a look at the list of qualifications below.

## Responsibilities for business services coordinator

* Process and approve monthly time collection for the Student Engagement and Partnerships team
* Assist in the planning, development and implementation of procurement procedures to include approving official for Concur, budget reconciliation and monitoring for AVC team
* Manage all procurement including travel card, procurement card, purchase orders and associated budget management (speedtype audits/reports, allowable expenditures)
* Maintain budgetary related records in accordance with University standards
* Develops good working relationships with academic faculty/staff and department heads
* This role will facilitate all catering set up and removal for all events taking place each day, checking in with each event sponsor to ensure timely and seamless event start up
* Deliver a consistent outstanding customer service experience
* Serve as a first point of customer contact regarding this Connections managed space
* Deliver consistent customer interactions across Connections locations through implementing uniform terminology, consistent email templates and standardized workflow processes
* Greet and provide directional assistance to all guests/facilitators as needed

## Qualifications for business services coordinator

* Master’s degree in counseling or higher education administration, or equivalent education and experience
* Experience working with the implementation of internship programs and services for business students preferred
* Knowledge of business careers and the local/regional business community
* Ability to develop, implement and manage academic programs and services
* Manages onboarding for all new hires, which includes developing a best-in-class onboarding process in collaboration with the HR Manager, Director of Finance and Administration, and Executive Vice Chair
* Manages the annual faculty performance evaluation process for the Executive Vice Chair