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# Example of Coordinator, Services Job Description

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

## Responsibilities for coordinator, services

* Ability to identify proactively the various stakeholders on a campaign and their involvement needed
* Serves as a member of internal committees as directed, including Operations Committee, IT development committee, Tracking Center Team Committee
* Assists with financial management by initiating financial transactions including invoice vouchers, purchase orders, and reimbursements
* Creates invoices for internal and external customers, and monitors accounts receivable to ensure timely collection
* Initiate, review and approve travel authorizations and reimbursements
* Serves as primary point of contact for all temporary and student HR needs, including recruitment
* Gathers supporting documentation to complete voucher forms and process Brokers' commission payments while abiding by company accounting policies local and national laws
* Coordinates complex on/offsite meetings and conferences
* May schedule appointments, keep calendars and arrange travel itineraries and meeting room reservations
* Updates and maintains various information databases

## Qualifications for coordinator, services

* Demonstrated proficiency in verbal and written communication with a variety of audiences
* Must have current driver's license - to travel to IPPE sites
* Must have direct customer support/interface skills and experience
* Solid working knowledge of Windows, MS Excel, MS Word and Outlook
* Must be a team player, able to work in close collaboration with cross-functional groups
* Ability to be effective in fast paced quickly changing environment