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# Example of Coordinator, Services Job Description

Our company is hiring for a coordinator, services. 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 coordinator, services

* Assists Office Manager and other admins with administrative overflow
* Assists with overflow of tax processing during the tax compliance cycles
* Orders office supplies and maintainscontrol of inventory of office and kitchen supplies.Verifies and logs orders upon delivery
* Maintains copy machines including paper jams, filling paper stock and replacing toner as needed
* Maintains all office services archives and mail logs
* Assists with facilities needs when Office Manager is out of the office
* Scans and retrieves documents from Go File Room
* Shreds (small amounts) confidential materials during the off season
* Performes other administrative & office services duties as assigned
* The setup of bankruptcy accounts for our client's proprietary systems, the review of court dockets, and the filing of legal documents with the bankruptcy courts

## Qualifications for coordinator, services

* Ability to work with management to develop strategic plans to grow the business
* Integrated Marketing Services' proprietary software, PTS, proprietary Client software
* Driver license and excellent driving record may be required
* Minimum of one year(s) related experience
* Bachelor’s degree in human resources or related area
* 0 - 2 years HR or related experience