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# Example of Coordinator, Services Job Description

Our company is searching for experienced candidates for the position of coordinator, services. To join our growing team, please review the list of responsibilities and qualifications.

## Responsibilities for coordinator, services

* CRM Processing of Cases and Help tickets submitted by employees
* Native French speaker, fluent in English
* Assist with the coordination/collection and preparation of data for research/grant proposals
* Perform queries and informational searches to generate specialized grant related reports
* Compile information using End Note Library other relevant databases and resources required in the collection and organization of HCCC Member publications
* Responsible for HCCC event coordination, including but not limited to securing location and roomblock contracts
* Must be able to work collaboratively with departmental budget managers, department chairs, engineering faculty and site-based personnel on issues relating to HR and finances
* Must be able to consult with the Director and/or Associate Director on on-going projects and can work collaboratively to manage projects and issues
* Participate on Student of Concern Committee which meets weekly to review reports of Students of Concern and make recommendations to the Director of Student Rights and Responsibilities regarding resources and referrals and serve as chair on an as-needed basis
* Act as community liaison by building consistent and relevant off-campus partnerships, in order to assist students with social services needs including, but not limited to, facilitating access to medical care, off-campus housing, and financial assistance

## Qualifications for coordinator, services

* Liaise with appropriate departments to obtain data
* InDesign experience necessary
* Bachelor’s degree in Marketing, Digital Media, Product Management, or related discipline required
* Excellent working knowledge of PC applications including Excel and Microsoft Project
* Creative thinker and problem solver with a passion for customer service
* 3+ years of brokerage support and/or account management experience preferred