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# Example of Coordinator, Technical Job Description

Our company is growing rapidly and is searching for experienced candidates for the position of coordinator, technical. We appreciate you taking the time to review the list of qualifications and to apply for the position. If you don’t fill all of the qualifications, you may still be considered depending on your level of experience.

## Responsibilities for coordinator, technical

* Facilitate and provide in-person and/or virtual training for the North America Law team on MS Office applications, including Excel, PowerPoint, Word, SharePoint and/or Visio
* Assist with interfacing with customers by booking appointments to deliver or restore a service, when required for a project or escalation
* Provide support to operational areas in regards to all system management required for work assignment, including system configuration and assisting in the development of change requests for system enhancement or modification
* Assist with the Organisational Capability on training delivery, training requirements and the development of training initiatives pertaining to all Workforce teams
* Ensuring the monitoring and appropriate escalation system issues with the vendor
* Producing regular or ad hoc intelligence or workflow reporting in order to trend and improve the performance outcomes of the FSM system
* To oversee the daily operations in the LTSO & ensure focus in key areas such as Work Order review & completion, Dispatching, Revenue generation
* Provide updates to Team Leaders & Service Manager on performance in key areas regularly
* Serves as the administrator for the Procurement Planning and Monitoring Report for malaria (PPMRm) and provides support for the implementation of the end-use-verification (EUV) survey
* Solves problems and responds immediately to crisis situations, developing solutions that meet client needs

## Qualifications for coordinator, technical

* Basic understanding of how Eligibility and Claims Data move between systems
* Affinity, willingness and ability to initiate and complete business development tasks, such as project strategy development, proposal generation, presentation
* Bachelor’s degree in Engineering, Physics or other related field required
* Degree qualification in a technical, scientific, EHS or engineering discipline is essential or equal thorough experience
* Some experience in team coordination with the ability to manage a varied workload and project management
* Strong EHS focus with a passion for continuous improvement