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# Example of Customer Relations Coordinator Job Description

Our innovative and growing company is searching for experienced candidates for the position of customer relations coordinator. If you are looking for an exciting place to work, please take a look at the list of qualifications below.

## Responsibilities for customer relations coordinator

* Schedule trade partner appointments and submit work requests to coordinate with homeowner availability, or assist Service Representative with coordination of trade partner scheduling, including all documentation to trades and follow-up calls
* Process/code invoices as necessary
* Manage customer purchase orders and releases
* Maintain constant contact with purchasing to insure requirement for customer schedules are met
* Working with outside sourcing to secure completion dates
* Receive and process customers- request for quotes
* Tracking of shop orders and customer inquiries
* Coordinate shipping activities
* Front line responsibility of handling customer calls
* Must be an active communicator and possess the ability to take initiative and work independently while maintaining a high degree of self-motivation

## Qualifications for customer relations coordinator

* Bussiness mobile phone and notebook
* Meal vouchers a 90,- CZK
* Homeoffice possibility
* Camp Foster, Japan
* Required PC skills Microsoft Office Products Word, Excel, Outlook and Power Point
* Associate’s Degree or 4 years minimum experience in a billing, order processing, or customer service environment preferred