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# Example of Deployment Coordinator Job Description

Our innovative and growing company is looking to fill the role of deployment coordinator. Thank you in advance for taking a look at the list of responsibilities and qualifications. We look forward to reviewing your resume.

## Responsibilities for deployment coordinator

* Assist and support personnel in the development of Deployment Packages
* Assist in the coordination and scheduling of medical requirements required for employee deployment
* Assist in the preparation and submission of International Assignment Agreements by working with International Human Resources
* Assist in the preparation and submission of TRQs, Visas, CAC and SPOT forms and applications
* Prepare and maintain detailed processes and instructions on the deployment process to be included in a continuity workbook
* Prepare and coordinate travel requirements for deploying personnel, program personnel, deployed personnel R&R travel
* Coordinate with finance to ensure housing, transportation, and other costs are paid and managed
* Work directly with the Program Manager to ensure BAT-A Management Portal (IDE) is kept current with schedules, personnel status, and reports
* Assist the Operations Manager in the tracking and coordination of all require program certifications such as DoD 8570 IAT Level II certification currency and training
* Deploying desktops, laptops, tablets, Windows 10, backing up data and transferring it using USB (units will already be imaged), may install software (Microsoft, Adobe etc)

## Qualifications for deployment coordinator

* Ability to effectively manage multiple concurrent projects across various business teams
* Excellent written and verbal communication skills to facilitate effective communication with end-users (technical / non-technical)
* Previous experience in a customer service based role
* Knowledge of Altiris, ISRM, ServiceNow, WebEx
* High school graduation or equivalent AND two years of experience working in institutional advancement/development or the event planning field or equivalent
* 5+ years of IT Project Coordination and Management experience