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# Example of Deployment Coordinator Job Description

Our company is growing rapidly and is looking to fill the role of deployment coordinator. If you are looking for an exciting place to work, please take a look at the list of qualifications below.

## Responsibilities for deployment coordinator

* Technical support activities related to computer equipment, including desktops, laptops, tablets and printers
* Activities include but are not limited to building or setting up new machines, initial installation of operating systems and standard/non-standard application software, applying periodic updates and security patches
* Focus on RFID technology item development
* Collect complete RFID specification requirements from sales, Market Development Managers, Product Line Managers, Project Manager, and/or Sales to initiate artwork/sample request
* Ensure timely delivery of RFID artwork/samples to sales, MDM/PLM, customers and manufacturing sites
* Coordinate development and testing of RFID solutions with Platform Team
* Coordinate the efficient flow of production artwork/ Ink draw downs/sample requests to manufacturing sites
* Coordinate with global purchasing to develop availability of key materials in global locations as required by management
* Update Oracle and System pricing as required
* Collect samples/reports from global manufacturing sites to confirm approval through visual reference and testing

## Qualifications for deployment coordinator

* Strong documentation skills including MS Project and MS Office (Word, Excel, some PowerPoint)
* Applicable certifications (PMP)
* Retail industry deployment experience
* Highly motivated and self-directing individuals who have prior experience managing multiple projects including large, complex system implementations
* Excellent ability to communicate (written and verbal) with multiple levels of leadership cross-functional business, technical teams and stores
* Apply critical thinking against project scenarios and make judgement call to establish direction