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# Example of Desk Coordinator Job Description

Our growing company is hiring for a desk coordinator. Please review the list of responsibilities and qualifications. While this is our ideal list, we will consider candidates that do not necessarily have all of the qualifications, but have sufficient experience and talent.

## Responsibilities for desk coordinator

* Create and maintain files and filing systems of visitor materials and office and kitchen supplies receipts and invoices
* Assist in basic desk and technology set-up for new employees or office moves
* Assist in providing guidance to temporary and student employees on front desk duties or other light administrative work
* Supervise a student service desk team, including hiring, training and scheduling
* Serve as lead desk staff person, providing a stabilized environment that consistently ensures customer service is in place
* Responsible for capturing service desk statistics and primary documentation
* On-call to cover IT related emergency and service requests
* Ability to multitask, handling multiple priorities, responding to on-going user demands and requests, and providing superior customer service
* Proficient written and verbal communications skills to provide both technical and end-user documentation and professional in person support
* Ability to research and problem solve unknown issues

## Qualifications for desk coordinator

* This position requires knowledge of person computers, printers and office automation software
* The ability to assume responsibility and escalate issues appropriately
* Knowledge of mortgage regulations and laws pertaining to appraisals including Uniform Standards of Professional Appraisal Practices (USPAP), Appraiser Independence Requirements (AIR), a plus
* Ability to work independently /stand alone, work cohesively on a team
* General typing duties, including labels, envelopes, correspondence and file set up
* Data processing, including assistance with detail entry