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# Example of Desk Coordinator Job Description

Our company is growing rapidly and is searching for experienced candidates for the position of desk 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 desk coordinator

* Act as "concierge" to client visiting there office
* With your exceptional customer service, you'll greet vistors both in person and on the phone and direct them to their appropriate party
* Assist with management of audio visual equipment
* Act as point of contact for administrative duties such as vehicle perks, employee directory updates
* Prepare meeting rooms and coordinate availability
* Perform responsible clerical work as needed and requested
* Respond to inquiries from within the department, from other departments and campus community, our external constituencies
* Answer, screen and route all calls
* Greet and direct visitors to appropriate meeting areas
* Receive and distribute all incoming faxes, mail, papers and deliveries

## Qualifications for desk coordinator

* Ability to multi-task and juggle multiple tasks effectively
* Work history consistent with an entry-level position
* Excellent phone personality and ability to work well with people
* Excellent word-processing skills, communications skills and computer skills
* To continue with our success and to take it to the next level we are looking for an energetic, resourceful & organized Front Desk Coordinator
* You will provide specialized customer service to HG’s customers, visitors, vendors and employees