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# Example of Field Coordinator Job Description

Our company is growing rapidly and is looking for a field coordinator. We appreciate you taking the time to review the list of qualifications and to apply for the position. If you don’t fill all of the qualifications, you may still be considered depending on your level of experience.

## Responsibilities for field coordinator

* Assists in project site mobilization and demobilization activities involving project team and equipment
* Enter work orders into the web portal and track status of orders
* Follow up to ensure timely response
* Create and run reports from web portal
* Understand basic lease language for repair obligations
* Take “on-call” responsibilities on select weekends
* Participates as an active member of the Summer USAP Search and Rescue Team, engaged in all trainings, exercises, and deployments
* Coordinate and maintain a small, local office environment in a professional manner
* Data entry of customer, contractor, and incentive information into a CLEAResult database
* Tracking and verifying program data, paperwork, files and correspondence

## Qualifications for field coordinator

* Familiarity with Social Media such as Facebook and Twitter is a plus
* 4 years of administrative experience required with a minimum of 2 years of experience within functional area strongly preferred
* Must have resided in Southern California for an extended period of time
* Valid Alberta Journeyman Instrumentation Certificate and / or an Interprovincial Red Seal Journeyman Instrumentation Certificate
* Candidate must be a self-starter, on who goes above and beyond, be collaborative, organized, creative, able to work well under pressure and be able to prioritize multiple deadlines from multiple parties
* Knowledge of developing and editing video content