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# Example of Front Office Coordinator Job Description

Our company is hiring for a front office 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 front office coordinator

* Researches vendor options
* Responsible for standard orders such as
* Supervises the maintenance and alteration of office areas and equipment, layout, arrangement, and housekeeping
* Responsible for daily/weekly/monthly reports for DC production, financial performance, scorecard
* Meeting and greeting of visitors
* Understand, anticipate and deliver customer needs while building effective relationships
* Positively respond to both internal and external customers through effective communication and personal accessibility
* Ensure the reception area is kept clean and to Company Standard
* Taking and transferring phones messages
* Daily review of e-mails and responding to queries

## Qualifications for front office coordinator

* Comfortable training staff on group policies and protocols
* Ability to read and interpret office forms and insurance cards
* Willing to work evening, weekend, and holiday shifts
* Willing to travel to other OCMG offices as needed
* Strong knowledge of building, safety, and fire codes
* Excellent communication, teamwork and negotiation skills with all levels of the organization, including business partners, are needed