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# Example of Junior Coordinator Job Description

Our growing company is looking to fill the role of junior 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 junior coordinator

* Assisting the Field Operations Manager in posting daily cash to billed order accounts
* Marketing available training opportunities to employees
* Providing logistical support for training events
* Preparing educational aids and materials
* Liaising with internal stakeholders such as sales leads and subject matter experts
* Helping to shape new ideas and initiatives
* Management and responsibility for the planning of Planned Events
* Management of event weekends through the year
* Follow critical path method to establish a plan, budget, team responsibilities, schedule for delivery of concept/edits/final assets Ensure there is commitment to deadlines by task owners and such plans are communicated to relevant stakeholders
* Responsible for managing and producing in-house and external stills and video shoots from initial conception to final delivery, for both online and print

## Qualifications for junior coordinator

* Strong administrative and process oriented experience is essential
* Strong ability and capable to deal and handle communications across various teams internally
* English and Cantonese/Mandarin speakers preferred
* Experience and/or interest to explore retail operations and its process behind
* Numerate with strong computer literacy to generate and review reports
* Basic Excel knowledge essential