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# Example of Line Coordinator Job Description

Our company is looking to fill the role of line coordinator. If you are looking for an exciting place to work, please take a look at the list of qualifications below.

## Responsibilities for line coordinator

* Verifying that jobs are received with the correct components per work order B.O.M
* Assist to enforce company policies and procedures
* Supervise up to 7 people on 1 line
* Field implementation of ILI program and coordination of all field activities
* Liaison with Regional Operations, Gas Control, Pipe Integrity, Operations Planning, Commercial Operations, FWP’s, Land, Engineering and other Stakeholders as required
* Supervise and coordinate third party contractors in the field
* Day to day scheduling and coordination with regions
* Undertakes technical analyses to prepare recommendations for actions
* Daily cost tracking and resource scheduling
* Documentation and daily reporting

## Qualifications for line coordinator

* Bachelor’s degree in Marketing, Business Administration, Retail Merchandising/Buying or a related field
* May participate in the interviewing and selection process
* Bachelor Degree is required or must enroll in a BSN program within six months of employment
* Strong verbal and written communication skills with ability to comprehend simple instructions
* Ability to work well with others in order to accomplish team objectives
* Possess a valid Driver License with the ability to obtain a Commercial Driver License Class B with a passenger and airbrake endorsement within 90 days of employment