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# Example of National Coordinator Job Description

Our company is searching for experienced candidates for the position of national 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 national coordinator

* Secures national clients for station created promotions, events and concerts
* Assists the national sales offices across the country in developing and maintaining successful relationships and networks within the community
* Support the timely execution of and assist in the production and procurement of bid qualifications documents, sales proposals, presentations, sales promotions, marketing plans and projects, and various meetings
* Create, compile, and deliver complex customer reports including sales, technical, and operational detail, on a weekly, monthly, and quarterly basis, to the designated customer representatives and interact with the company representatives on a routine basis
* Create, compile, and deliver complex customer and company documents for Account Managers and Senior Management
* T&E expense management
* Ownership and administration of all US based receivables
* Ensure customer satisfaction by researching and resolving customer service issues
* Screen, coordinate and assign inbound account inquiries, take messages, provide information, redirect calls as appropriate and provide support for account management team
* Serve as the primary point of contact for National Account customers in the US and ensuring that all service related requests including inspections, service calls, emergency parts deliveries, are met and that all written correspondence is completed and forwarded to the customer

## Qualifications for national coordinator

* Coordinate customer requirements and issues of concern, to include monthly account reporting requirements
* Assist Travel Manager with National Team ticket allocation, assignments, and purchase requests
* Ability to work well with all levels of staff, management, vendor, BOD
* Demonstrates stability of performance under pressure and/or opposition
* A.A., B.A
* Manage the Quarterly Overview store communications process