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# Example of National Coordinator Job Description

Our growing company is hiring for a national coordinator. To join our growing team, please review the list of responsibilities and qualifications.

## Responsibilities for national coordinator

* Initiate and communicate corrective actions as required
* Ensure subcontractor scheduling and equipment purchase orders are created to meet completion dates
* Verify project schedules
* Escalate issues as is necessary to meet customer requirements
* Schedule and conduct post-construction meeting
* Event logistics—contracting, negotiation, marketing, catering, venue, transportation
* Screen, coordinate and assign inbound sales inquiries and provide appointment support for sales team
* Support the timely execution of and assist in the production of qualification documents, sales proposals, presentations, sales promotions, marketing plans and projects, trade shows and various meetings
* Ensure customer satisfaction by researching and resolving customer service issues reported directly from the customer, the CCC's, NCCC or RSC
* Assist and support the National Facilities Manager in facilities and maintenance projects, programs and initiatives

## Qualifications for national coordinator

* Prior life safety, product knowledge is a plus
* Proficient in Microsoft Windows, Word, EXCEL, PowerPoint, Microsoft Project
* Basic knowledge of the construction industry
* Thorough working knowledge of NFPA and CAD is a plus
* Advanced Proficiency with Microsoft Excel/Word/PowerPoint required
* Strong communication skills (phone & written) required