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# Example of Office Coordinator Job Description

Our growing company is looking for an office coordinator. To join our growing team, please review the list of responsibilities and qualifications.

## Responsibilities for office coordinator

* Managing the on-and off-boarding of employees and contractors, and internal required learning activities
* Serving as Records Manager for document retention and providing support for other documentation deliverables
* Managing pre-approval inspection preparation activities
* Checking and maintain records
* Scheduling meetings, events and conference calls
* Provide a high level of professional and confidential secretarial support
* Prioritise and action all incoming correspondence
* Undertake the designated administrative duties such as booking of rooms and venues for meetings, arrange catering
* Managing follow-up action on redirected work
* Coordinate travel requirements by booking domestic and international travel including cars and accommodation

## Qualifications for office coordinator

* Supporting various departments with adhoc tasks
* Responsible on a daily basis for ensuring the smooth operation of the office
* Oversee calendars for Vesey Street conference rooms and coordinate video conferences
* Coordinate with Mail and Print Services department and Select Express messenger service for timely pick-up and drop-off of packages
* Ensure delivery of all mail items and packages to mail pickup locations on the floor
* Place HelpDesk tickets for the floor (printers, pantry, lighting, washrooms)