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# Example of Office Coordinator Job Description

Our company is growing rapidly and is hiring for an office 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 office coordinator

* Provide MARKET guidance to team members across the organization
* Manage and process vendor invoices (po & non-po), purchase order creation and execute purchase order confirmations
* Act as the business contact to finance in relation to po's and related invoices
* Greet guests, escort them to the conference room and serve refreshments, as needed
* Manage inventory and storage of office supplies
* Aid the coordination and execution of office moves
* Coordinate messenger and shipping services when needed
* Fax, scan, and copy documents as needed
* Front desk reception, greeting guests and answering phones
* Scheduling and coordinating meetings and other events

## Qualifications for office coordinator

* Planning travel, meetings and other logistics
* Ordering supplies, organizing the office
* Responding to email inquires
* Sorting inbound and outbound mail and packages
* Filing and record keeping (paper and digital)
* Coordinating team events and parties