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# Example of Office Services Coordinator Job Description

Our innovative and growing company is searching for experienced candidates for the position of office services coordinator. Thank you in advance for taking a look at the list of responsibilities and qualifications. We look forward to reviewing your resume.

## Responsibilities for office services coordinator

* Work with office services team to keep break room and office supplies stocked
* Respond to staff needs for supplies, equipment, and services
* Request items from off-site archive storage facility
* Assist with other office duties as requested
* Solves complex issues related to administrative support
* Performs general Concierge duties as needed
* Coordinates Facilities projects within an office to include notifications
* Assists in record-keeping system maintenance
* Oversees the maintenance of office equipment
* Oversees maintenance of off-site storage records

## Qualifications for office services coordinator

* Flexible work schedule is needed to accommodate early or late events, with an occasional weekend
* Must be able to lift stackable chairs, breakdown tables and re-set room lay-outs
* Interface with administrative team, possibly executives, to understand requirements for meeting room space and with on-site facility team to implement
* Conduct daily facility walkthroughs to ensure neatness on all areas of floors
* Handle all catering with the assistance of the administrative team
* Provide administrative support or assistance to Administrative Staff or other personnel as needed