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# Example of Onsite Coordinator Job Description

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

## Responsibilities for onsite coordinator

* Work with strategic partners to ensure successful delivery of hardware and supplies onsite
* Troubleshoot potential issues to insure the customer’s success at their event
* Manage several concurrent projects
* Communicate and adhere to project milestones
* Work onsite at large events to ensure success on the day of the event – up to 40% travel required
* Understand and apply safety and ergonomics standards
* Partner with account management to coordinate an average of 30-40 onsite research presentations per month based on member need, presenter availability, speaker knowledge, and travel feasibility
* Participates in business group partner meetings as a Regions360 referral partner
* Sources new business through cold calling and networking efforts
* Create concrete, piping, plumbing, layout drawings that meet company standards

## Qualifications for onsite coordinator

* Ability to multi-task and ability to work in a dynamic, fast-changing entrepreneurial environment
* Must be able to integrate knowledge across disciplines to insure event execution success
* Excel at developing relationships over the phone, email and in person
* Strong understanding of the onsite event management experience
* Able to work with MS Office Suite (Word, PowerPoint, Excel) and Salesforce.com or similar contact management software
* You should have expert analytical skills and knowledge of Microsoft Excel