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# Example of Onsite Coordinator Job Description

Our company is searching for experienced candidates for the position of onsite coordinator. If you are looking for an exciting place to work, please take a look at the list of qualifications below.

## Responsibilities for onsite coordinator

* Handle multiple phone lines
* Keep reception and sales area neat and ready for visitors
* Receive, sort, and route mail to appropriate party
* Create, maintain, and distribute internal, project, and company reports and forms as directed (including contact lists, Daily & Weekly Reports, Monthly Office Schedule, Client Cards, etc)
* Assist Sales Associates in all aspects of their day-to-day interaction with clients including greeting agents and potential clients, providing beverages, scheduling appointments as directed, and maintaining inventory of site administration forms
* Update listings in TAXI or other CRM software as directed by Managing Director
* Keep media schedule on record and know what advertising is running when, update the database and client registration card with new sources
* Perform all daily and weekly reporting and database maintenance
* Confirm scheduled appointments with customers and agents one day prior, or as directed by Managing Director
* Perform any additional duties assigned by Managing Director

## Qualifications for onsite coordinator

* Bachelor's degree or equivalent degree preferred
* NYS Real Estate Sales License is a plus
* Experience with air, road, ocean, and dedicated/white glove movements
* Evaluates cases for quality of care and documents quality issues
* Issues letter to provider and member if the service meets certification criteria, and escalates to manager or Medical Director for review if the service does not meet cerification criteria, and may issue denial letters
* Current licensure as a Licensed Practical Nurse LPN or Licensed Vocational Nurse LVN