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# Example of Plant Coordinator Job Description

Our innovative and growing company is looking to fill the role of plant 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 plant coordinator

* Responsible for the establishment of meeting and agenda priorities and staff meetings within a very dynamic and ever-changing environment
* Supporting teams in planning and execution of internal and external events, including scouting locations and coordinating scheduling, accommodations, AV needs and catering for large scale events
* Work with external vendors to order merchandise
* Act as the Rutland host to visitors
* Communication focal for social media sites on relevant plant business topics
* Manage unique and complex projects in a cross-functional matrix environment
* Will be assigned non-routine projects periodically
* Solicits contract, quotes, and bids for all facility and facility related projects
* Works closely with Operations Director of Facilities and other key department leaders to develop construction plans
* Interfaces with contractors to develop project objectives and schedules

## Qualifications for plant coordinator

* Should be highly organized, confident, energetic and able to delegate and work well with others on their own
* Must be accomplished problem-solver
* Bachelor’s Degree in any related area involving facilities management, communications, marketing, business, and/or finance - OR - Minimum 1 years experience and/or internship in Facilities Management, preferably Higher Education with AutoCAD Experience
* Knowledge of facilities planning and construction management processes and other procedures, knowledge of accounting/budgeting, skill in reading and interpreting plans/specs
* Knowledge of MS-Word, MS-Excel, Project Scheduling, MADA and AutoCAD
* Bachelor's degree from an accredited university or college (or a high school diploma/GED with a minimum of 4 years of experience in a senior administrator or communications role)