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# Example of Process Coordinator Job Description

Our innovative and growing company is searching for experienced candidates for the position of process coordinator. Please review the list of responsibilities and qualifications. While this is our ideal list, we will consider candidates that do not necessarily have all of the qualifications, but have sufficient experience and talent.

## Responsibilities for process coordinator

* Work closely with regional teams to understand issues and common themes impeding the sales process
* Work directly with the LBU management team to understand the business direction, strategic initiatives and communicate these initiatives to the Business System Manager in order plan and support the business direction
* Learn and maintain understanding of common business processes from quotation through invoicing
* Work with factory team to identify productivity improvements and develop projects to fix issues and better the factory processes
* Design and test processes based on factory knowledge and determine feasibility or change management required for successful implementation
* Develop user friendly factory specific learning tutorials and documentation to support the business system and applications
* Facilitate one on one training related to our total ERP (SAP) suite applications, reporting and processes
* Tailor training content based on businesses specific need
* Collaborate with existing subject matter experts on current and upcoming processes / applications, in order to contribute to the design and maintenance of current processes within factories
* Evaluate local business requests and work with the business system team to determine validity and necessity of requests

## Qualifications for process coordinator

* At least 1 year of experience in home lending sales or at least 1 year of experience in home lending operations
* Ability to organize information and manage schedule adjustments
* Ability to innovate / identify opportunity areas for process improvement
* Functional knowledge of data analysis and report generation in scheduling software applications such as e-Work Force Management (eWFM), ASpect, Witness
* Strong analytical skills for forecasting and scheduling data
* Completion of legal courses