Downloaded from <https://www.velvetjobs.com/job-descriptions/professional-service-delivery-coordinator>

# Example of Professional Service Delivery Coordinator Job Description

Our innovative and growing company is searching for experienced candidates for the position of professional service delivery coordinator. To join our growing team, please review the list of responsibilities and qualifications.

## Responsibilities for professional service delivery coordinator

* Be accountable to follow up on open project items to closure
* General support, administration, and maintenance of the Flexera toolset, including FlexNet Manager Suite (FNMS) and AppBroker/AppPortal
* Maintain the integrity of the FNMS platform on AWS (Amazon Web Service) across production and staging instances in multiple regional environments
* Manage and support Flexera FNMS Application and data feeds for integrity and accuracy
* Provide hands-on experience with building/maintaining interfaces to pull/push raw license consumption information
* Implement new systems or add-ons, helping with problem resolution, and tests to ensure system efficiency
* Participate in performance tests and identify bottlenecks and opportunities for optimization
* Use software development discipline to optimize day-to-day work through better automation, monitoring, alerting, testing and deployment
* Provide around-the-clock support coverage, working Incident/Change tickets in queue
* Support documentation of standard processes and best practices

## Qualifications for professional service delivery coordinator

* Minimum 3 years project leadership or management experience
* Project management certification desirable – PMP, 6 Sigma, Scrum
* Advanced Microsoft Excel experience (will be performing complex data quality reviews, VLOOKUP, creating pivot tables, data filtering)
* Advanced Microsoft Visio experience (will be creating process flows as required throughout the project)
* Advanced Microsoft Project experience (will be creating and managing projects as required throughout the role)
* Understanding of software asset management processes, tools, and technologies