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# Example of Programme Coordinator Job Description

Our growing company is looking to fill the role of programme coordinator. If you are looking for an exciting place to work, please take a look at the list of qualifications below.

## Responsibilities for programme coordinator

* Understand and manage the impact of projects on the compliance programme
* Update and maintain all forthcoming activities scheduled for inspection with dates, surveys, audits details and appropriate skill codes of the required service
* Update and maintain all databases and trackers as each report is produced
* Assist the H&S Risk & Compliance ManagerKey Account Manager by acting as a central contact for all related
* Take responsibility for the data management of the vacant property portfolio
* Take responsibility for engaging with the client and third party contacts upon the acquisition of a new property to ensure inspection requirements are understood
* Take responsibility for ensuring all client divestment updates are actioned in order to remove any potential aborted visits
* Manage and retrieve reports from the Barclays document storage system
* Take responsibility for raising any issues with the Key Account ManagerH&S Risk & Compliance Manager that might hamper compliance and prevent achievement of KPIs
* Support BV planning with logistical and practical issues such as practical issues (er and national account project managertion of authority level e invoicing team

## Qualifications for programme coordinator

* Competent business Italian would be an advantage
* Able to learn other systems (Web based applications) necessary to be fully operational in the role
* Focus on high quality service in a Control environment
* Keen interest in factual entertainment and Discovery’s output
* Educated to a level or equivalent of 5 GCSEs
* Thorough knowledge of administrative procedures and processes used in a busy office within a large complex organisation