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# Example of Registration Coordinator Job Description

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

## Responsibilities for registration coordinator

* Responsible for the input, tracking and management of data in various systems and databases with the ability to compile and analyze the data for preparing reports and communications related to registration, insurance licensing and other regulatory requirements including OFAC (Office of Foreign Assets Control) and FinCEN (Financial Crimes Enforcement Network)
* Collaborate with other Legal/Compliance team members Human Resource colleagues and various business areas to review and ensure appropriate, accurate and timely regulatory disclosure and other filings
* Coordinate document management and onsite facilitation of regulatory inspections and audits
* Assist with planning, developing and implementing projects of some complexity and other duties as assigned
* Receive and index electronic file submissions
* Troubleshoots problem enrollment situations
* Performs other duties as assigned by the Office of the Graduate and Professional Registrar
* Participate in weekly program meetings and provides updates on approval trends, budget issues, customer complaints, outstanding issues
* Monitor participant flight arrival/departure changes, hotel check-in/check-out date changes and ensure that those changes are communicated to the appropriate operations team
* Schedule, reschedule, no show and cancel activities/patient appointments called in from physician offices following policies and procedures

## Qualifications for registration coordinator

* Associates degree or some college level courses preferred
* Exceptional interpersonal skills with ability to interface with a variety of colleagues, including all levels of firm management
* Strong knowledge of FINRA WebCRD, Sircon, NIPR, and other financial industry registration and state insurance systems preferred
* Strong knowledge of licensing and registration rules, interpretative guidance and regulatory expectations preferred
* Strong critical and imaginative thinking skills
* Ability to exercise sound judgment and independent decision making related to compliance procedures including initial FINRA registration sponsorship reviews and AML procedures including OFAC records review and other state regulatory data matches