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# Example of Senior Administrative Coordinator Job Description

Our growing company is looking for a senior administrative coordinator. We appreciate you taking the time to review the list of qualifications and to apply for the position. If you don’t fill all of the qualifications, you may still be considered depending on your level of experience.

## Responsibilities for senior administrative coordinator

* Prepares and formats Powerpoint presentations for BOD/Executive meetings for VP’s
* Serve as key liaison with the broader Turner teams such as CNN
* For several GBPO functional leaders (including VP and directors) manage complex calendars to schedule meetings, conference calls, videoconferences and special events
* Handle telephone calls, mail disposition, multi-location domestic and international travel arrangements live and virtual meetings/conferences
* Track and support assigned internal projects and processes, such as employee recognition program and recruitment tracking
* Manages the CVPs files for recordkeeping
* Manages Case Flow - Logging in Sales Force, checking for completeness of submission, assigning to appropriate CVP, notifying opportunity team, setting up electronic records retention folders
* Manages Supplemental Illustration Peer Review Process
* Manage SMRU Approved Files
* Provide Administrative Support for the Coaching Program

## Qualifications for senior administrative coordinator

* You’re proactive, flexible and able to prosper within a team environment work independently with minimal supervision
* Experience in a Call Center (high volume preferred)
* A high school diploma or GED equivalent is required Intermediate level skills with MS Windows such working with windows and its components, desktop, taskbar, start menu, minimize/maximize/close function, drag/drop, copy/paste, rename, delete, recycle bin, and my computer
* Minimum 1 year of accounting experience, A/P, A/R
* Possess excellent organizational, communication, customer services, and administrative skills
* Minimum 6 months of transportation industry experience preferred Previous experience processing motor vehicle permits and licenses preferred