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# Example of Senior Administrative Coordinator Job Description

Our growing company is searching for experienced candidates for the position of senior administrative coordinator. If you are looking for an exciting place to work, please take a look at the list of qualifications below.

## Responsibilities for senior administrative coordinator

* Create and manage global SharePoint sites and shared drives for Global Quality as needed
* Provide administrative support to Head of Quality and leadership team including Directors and Managers
* Schedules meetings, appointments, interviews and coordinates daily calendars for Head of Quality and leadership team including Directors and Managers
* Books international and local travel for Head of Quality and leadership team including Directors and Managers
* Takes accurate minutes at meetings as designated by Head of Quality and distributes as appropriate
* The position will also assist the LSO administrator with routine maintenance of the system, e.g, entries for new hires and their training, inputs for on-the-job training records by individual
* Assists in formatting of documents for regulatory submissions
* Must be able to manage multiple tasks in a confident, professional manner with excellent attention to detail, forethought and follow-up
* Must be self-directed and responsible, able to ensure that assigned tasks are carried out with minimal oversight by management
* Maintain project reimbursables

## Qualifications for senior administrative coordinator

* Ability to effectively communicate orally and in writing with a diverse community
* Ability to handle multiple tasks, projects, and deadlines
* Intermediate to advanced proficiency in Microsoft Office Suite and Sharepoint
* Ability to interact confidently with executives and employees at all levels
* Should be able to work autonomously
* Able to handle last minute changes with composure and confidence