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# Example of Senior Administrative Coordinator Job Description

Our growing company is looking to fill the role of senior administrative coordinator. Thank you in advance for taking a look at the list of responsibilities and qualifications. We look forward to reviewing your resume.

## Responsibilities for senior administrative coordinator

* Manage sub-consultant paperwork
* Assist with year end
* Provide time management support by prudently allocating the Dean’s time, exercising subtle judgment about the priority and urgency of the many incoming requests
* Communicate with faculty, staff, students, and external contacts regarding important school announcements, newsletter and events
* Research, gather, and compile pricing information and best options for travel, including airfare, hotel accommodations and other transportation requirements as necessary
* Confirm all other pre-departure travel details, including international cellular and data plans are added to the Dean’s devices, pre-departure transportation
* Record, track, and reconcile a heavy volume of P-Card purchases for the Dean
* Perform receptionist duties including greeting guests who come to meet with the Dean
* Assist with the management of prospects
* Maintain specialized and confidential planned giving information

## Qualifications for senior administrative coordinator

* Must be efficient in supporting staff with software updates
* Exhibits business maturity and judgment in interactions with internal and external personnel
* Organize meetings, manage calendars, and coordinate global schedules
* Maintains appointment schedule by planning and scheduling meetings, conferences and teleconferences
* Preparation of complex, ever changing international and domestic travel arrangements
* Preparation of meetings, ensuring appropriate attendees, and agendas, room bookings/venues and audio/visual facilities as required