Downloaded from <https://www.velvetjobs.com/job-descriptions/senior-administrative-coordinator>

# Example of Senior Administrative Coordinator Job Description

Our company is growing rapidly and 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

* Assist in the management of the Student Leadership & Development office in a manner that maintains a professional, efficient, and organized work environment that promotes student growth and development
* Coordinate major high profile University processes and programs
* Perform varied office and clerical work including typing, proofreading, filing, record keeping and telephone duties
* Monitor and maintain accurate and current balances for departmental operating budgets in accordance with University policies
* Regularly performs a significant amount of work that requires a degree of expertise
* Organizes & coordinates events, conferences, and/or meetings which may include creating timelines
* Make travel arrangements and coordinate travel plans for Directors of Development, when on development related business
* Plan, organize and coordinate meetings and events for Directors of Development
* Serve as a liaison between Directors of Development, offices of the Dean and Director, the Associate Vice President of Development, other University Relations offices and on-campus service providers
* Maintain budgets for Directors of Development

## Qualifications for senior administrative coordinator

* Basic understanding of trucking regulatory issues desired Working knowledge of any accounting software such Walker is ideal
* Ability to develop thorough knowledge of the student information system and all functional related systems
* Support budget management activities
* Project management support for administrative projects
* Handle invoices and expenses reports for the executives ensuring all are paid on time while adhering to strict compliance guidelines, play a key role in budget tracking
* Manage inboxes, calendars, coordinate meetings/conference calls, print and distribute relevant material prior to meetings