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# Example of Service Delivery Coordinator Job Description

Our growing company is looking for a service delivery 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 service delivery coordinator

* Prepare template deal related documents, such as Commission Agreements, Leases
* Manage and coordinate fee-earners mail or other administrative duties, as necessary
* Collect required expense documentation for fee-earner and provide to administrator
* Provide deal numbers to administrator for proper coding of deal related expenses
* Party
* Manage listings of professional memberships and broker licensing and work with fee-earner, market leader, and Operations Director on maintaining current licenses and memberships
* Facilitating service delivery team day to day operations across multiple services
* Coordinating and resolving critical issues through effective communication with consumers of services (internal & external)
* Capturing and facilitating best practices to improve efficiency and over-all quality of services delivered by the team
* Working directly with other service delivery coordinators service owners to ensure quality of services

## Qualifications for service delivery coordinator

* High proficiency with Microsoft Office Programs including Word, Excel and PowerPoint
* Background in Exchange or Cloud desirable but not required
* Must be able to handle irate customers in a calm and professional manner
* Must be flexible to work over-time and weekends
* Highly organized and strict attention to details
* Strong multi-tasking skills and prioritizing