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# Example of Services Coordinator Job Description

Our growing company is looking to fill the role of services coordinator. If you are looking for an exciting place to work, please take a look at the list of qualifications below.

## Responsibilities for services coordinator

* Assist with the setup, research, and verification of data for all national campaigns
* Serve as Liaison between Relationship Managers, Truist and Finance to ensure proper processing and setup of national campaigns
* Performing misc administrative functions
* Investigation of Customer complaints or concerns
* Deliver approved purchase orders for US goods to sourcing locations
* Help maintain customer and product database in ERP, Portals and Transportation Management Systems for established business segments
* Provide export compliant documents for each shipment (Commercial invoice, shippers letter of instructions ) using Corporate Export Compliance systems/tools
* Coordinate recruitment activities including review and distribution of resumes
* Respond to all inquiries regarding the Cancer Biology Program
* Administer all aspects of program seminars, workshops and special events

## Qualifications for services coordinator

* 1-2 years frontline customer service and staff management experience
* Experience in the tourism and hospitality industry a plus
* Degree from an accredited culinary institution or minimum 2+ years of culinary experience in a food service environment
* Food Handling Certification and Training certification a plus
* Two or more years of experience in a business environment providing customer service and working with a complex automated financial system are required
* Must be able to work evenings, weekends and/or holidays as required