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# Example of Services Coordinator Job Description

Our company is looking to fill the role of services 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 services coordinator

* May coordinate advertising schedules and placement with local centralized marketing group
* Assists in the completion of the office Business Continuity plan
* Performs seasonal duties associated with processing crude LAL including supervision of specified areas
* Gym support
* Arranges escorts as needed
* Orders office supplies and other common use items for the location, such as café supplies, equipment toner, printer paper, freight and shipping supplies
* May arrange convenience/hospitality services for guests such as transportation, tickets, reservations
* Under the guidance of the Assistant Director and department marketing staff, implement publicity strategies to maximize program participation
* Reports administrative problems to Office Manager
* Performs administrative and office services support activities including email and calendaring, preparation of documents, copying, faxing, binding and/or other scanning

## Qualifications for services coordinator

* Bachelor’s degree in humanities, social sciences, life sciences, business, communications, or related fields
* One to two years of experience with student advising and/or project management, preferably in a higher education setting
* Ability to create routine reports
* Your previous Reception experience is an asset
* Act as the point of contact for a Global client and manage their digital video campaigns from initial booking to final reporting
* Communicate with clients and Team Lead on campaign statuses scope and timeline changes in order to set proper client expectations