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# Example of Services Coordinator Job Description

Our growing company is searching for experienced candidates for the position of services coordinator. Please review the list of responsibilities and qualifications. While this is our ideal list, we will consider candidates that do not necessarily have all of the qualifications, but have sufficient experience and talent.

## Responsibilities for services coordinator

* Monitor Remedy tickets and report issues and maintenance requests via a ticket to building management or retain contractor to do the work when it can’t be done in-house by CS department personnel
* Back up for mailroom and front desk
* Perform regular checks of the facility to identify possible hazards
* Assist Manager with personnel moves (make sure basic supplies are at the desk for the new person, make name tag)
* Coordinate with IT department on facility requests/IT requests
* Serve as the point person and help with supplies, equipment, housekeeping requests and errands
* Assist department with Space planning, furniture service
* Make picture badges for new employees or people who have lost or broken their ID
* Maintain fleet vehicle maintenance records, licensing
* Assist with Fire Warden and First Responder/CPR organization

## Qualifications for services coordinator

* Minimum of 1 year of customer support experience and 1 year of accounts receivable or accounts payable experience preferred
* Knowledge of systems (CARS, Debt Manager, etc) preferred
* AA degree or equivalent education is highly preferred
* Minimum of a Bachelor’s Degree and 5-7 years’ experience in social work, leadership, counseling, student affairs, higher education or related field
* Expertise in marketing strategy, social media strategy and on-line communication
* Skilled in working with and organizing students and student groups