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# Example of Special Projects Coordinator Job Description

Our company is looking for a special projects 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 special projects coordinator

* Assists in the managing and directing administrative and/or operational activities for the First Deputy
* Manages the Department of Procurement Services Solicitation report
* Edits/converts files for uploading to Bid Tracker program
* Monitors the Department of Procurement Services’ submission mailbox
* Prepares the quarterly Consolidated Buying Plan
* Handles administrative tasks for the Non-Competitive Review Board (NCRB)
* Attends bi-weekly Compliance Unit meetings
* Manages the preparation of the yearly Budget Book and prepares Budget Analysis for year-end reports
* Serves as the Chair of the Reference Contract Committee
* Manages the Department of Finance annual audits

## Qualifications for special projects coordinator

* Must be flexible in handling multiple tasks of a different nature and have the ability to prioritize efficiently, while being a problem solver who is quick to figure solutions and make things happen
* Oversees the implementation of various management controls to increase the efficiency and effectiveness of purchasing and administrative activities
* Oversees the activities of special programs
* Directs subordinate personnel in providing HR functions and administrative functions
* Minimum 3 years professional experience in increasingly responsible administrative positions in academia, business, government, communications or related area
* Familiarity with higher education and with current domestic and international relations policy issues highly desirable