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# Example of Strategy Coordinator Job Description

Our company is growing rapidly and is looking to fill the role of strategy 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 strategy coordinator

* Prepare detailed agendas and make arrangements for intra-company and external meetings
* Provide information to internal employees and external vendors and partners via telephone, in written form, e-mail, or in person
* Provide alternative support for other executives when visiting NYC office or for other local assistants in absentia
* Proactively manage team expense reports in Concur
* Manages unit calendar, budget
* Arrange and organize travel itineraries and agendas, prepares and submits expense reports
* Take and maintain minutes for meetings as required
* Reconciles series and movie usage
* Provide administrative, logistical and operational support to department leadership
* Manage and maintain department leaders’ calendars, daily schedules, and travel itineraries

## Qualifications for strategy coordinator

* Must have innate ability to prioritize, organize and work out details, work under high pressure situations or under time constraints while multitasking, and support multiple team members
* Strong skill level in Excel with ability to develop complex spreadsheets, pivot tables
* Strong design and understanding of PowerPoint/Word/Outlook with ability to develop high-profile presentations with graphics, charts, that visually appeal to media industry
* Knowledge of administrative and clerical procedures and systems such as word processing, managing files and other office procedures and terminology
* Ability to manage sensitive and proprietary information with discretion and confidentiality
* Solid familiarity with the web and online tools and must be tech savvy with ability to research topics via the internet