



Example of Administrative Coordinator Administrative Support Coordinator Job Description

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Our company is hiring for an administrative coordinator administrative support 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 administrative coordinator administrative support coordinator

- Scans or copies and files documents as needed
- Plans meetings as needed
- Print, sort and distribute timesheets (bi-weekly)
- Record time worked for hourly employees and absences for all employees(vacation, sick, personal, FTO for salaried staff, overtime (non-exempt)
- Pick up paychecks (bi-weekly) and notify employees
- Assist personnel with questions regarding discrepancies on paychecks, questions on time, absences, vacation and other timekeeping matters
- Maintains the staff and faculty out-of-office calendars
- Handle non-travel reimbursements to employees
- Process payments to vendors for services provided (couriers, utilities, laundry)
- Process dues payments and reimbursement by check request or purchase order

Qualifications for administrative coordinator administrative support coordinator

- Assist in completing purchase orders, good receipts, and blocked invoices and serve as a backup to Travel Desk, as needed
- Answer front office phones, screens phone calls and routes them accordingly
- Sort & distribute mail, coordinate incoming and out going mail

- Assist in maintaining the departmental conference room calendars
- Should be able to work on a personal computer and related software for word processing, databases, and spreadsheets