



Example of Administrative Coordinator Administrative Support Coordinator Job Description

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Our company is growing rapidly and is hiring for an administrative coordinator administrative support 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 administrative coordinator administrative support coordinator

- Copy, file, scan documents as needed
- Develop and maintain record keeping and filing systems for the organizational unit
- Provide administrative support to faculty and staff to assure continuity of operations and to fulfill various teaching, research, clinical, and administrative services
- May assist manager or head of the organizational unit in establishing and attaining goals and objectives
- Answers phones routes call or takes messages
- Picks up mail daily from BTGH Mailroom and distribute
- Purchases office supplies, break room supplies from Peoplesoft (HCHD purchasing system)
- Coordinates with housekeeping, facility services for the upkeep and maintenance of faculty and resident's lounge/office/conference, and call rooms
- Coordinates the maintenance and repair of BTGH computers, printers, and other office equipment
- Maintains a current contact list

Qualifications for administrative coordinator administrative support coordinator

- Assists in typing of manuscripts and book chapters submitting them to the publisher
- Assists in gathering information for research or lectures
- Retrieves articles from library, or ordering the article if not able to retrieve from the library
- Verifies and completes references through literature searches, library reference work
- Produces slide material for lecturers (PowerPoint)
- Scans pictures for PowerPoint presentation