



Example of Administrative Project Coordinator Job Description

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Our growing company is looking to fill the role of administrative project coordinator. We appreciate you taking the time to review the list of qualifications and to apply for the position. If you don't fill all of the qualifications, you may still be considered depending on your level of experience.

Responsibilities for administrative project coordinator

- Interfaces primarily with resource personnel, construction management, service management and project support team members
- Utilize strong customer focus to ensure internal customers are supported
- Utilizing defined work instructions were available will proactively solve problems within defined work scope seeking consultation of higher levels staff for problems outside position requirements and responsibilities
- Will support other departments and Directors as operations dictate
- Lead or participate on multiple projects/assignments from inception to completion and solicit participation of other team members to ensure timely completion
- Participate and support project teams by designing comprehensive project management reports
- Coordinate, lead or perform high-level support activities across department/division/function for specific assignments
- Responsible for compiling, tracking, and maintaining accurate data and statistics for the department/function
- Proactively partner with manager(s) to understand his/her office operations
- Coordinate workflow generated from multiple sources and procure additional resources as needed

Qualifications for administrative project coordinator

- Preparing leadership meeting agendas, and arranging meeting rooms, equipment etc
- Top notch organizational skills and ability to manage multiple projects with short turnaround times and capable of shifting priorities—adapting to changes in priority and/or direction are a must the ability to think "outside of the box."
- Must have excellent written and oral communication skills, including professional telephone techniques, virtual meeting tools/management
- Practical experience managing financial and confidential documents
- Workplace experience- 6+ years in administrative support role and brokerage and/or real estate background is preferred