



Example of Area Coordinator Job Description

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Our innovative and growing company is looking to fill the role of area 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 area coordinator

- Serve as primary point of contact with the Student Accounts Office for the refund process
- Assist with application material tracking and the processing of financial aid awards
- Dispatch of technicians to emergency customer requests after hours and facilitation of technician timely response
- Various administrative duties such as on time arrival tracking, in order to best support local branches and promote an increase level of customer satisfaction
- Hours may vary to ensure business requirements are met and our team members are adequately supported
- Ensure New Hire Orientation is effectively executed conduct portions of the New Hire Orientation
- Ensure all Seasonal Associates complete all required paperwork
- Ensure accuracy of candidate pool information through monitoring NHO attendance, auditing Applicant Tracking System (ATS) and projected labor planning needs
- Provide administrative support to the Area VPHR to include activities related to pre-employment, new hire processing and ongoing employment
- Respond to phone calls, as needed and provide timely information to the Area VPHR to appropriately follow-up with division management and HR Liaisons

Qualifications for area coordinator

- Should be familiar with working in a construction environment with both union and nonunionized workers
- Must be organized and disciplined
- Required to provide and maintain the 30 day look-a-heads portion of the Project Schedule
- Excellent commercial English language skills
- Professional, service oriented and pro-active, willing to be flexible
- Able to work well under pressure and in a fast-paced environment