



## Example of Coordinator, Administrative Job Description

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Our innovative and growing company is hiring for a coordinator, administrative. 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 coordinator, administrative

- Coordinating with local property managers in different cities in Florida managing each property
- Maintaining a market data folder
- Assisting with financial reports as required, wire preparation and maintaining accounting records
- Transaction coordination
- Assist in the administration of the department, including setting up an accurate filing system, expenses tracking system, travel arrangements, contracts and project tracking, departmental meetings Interfaces with staff and senior level managers, internal/external customers and vendors
- Ensure a smooth and efficient flow of day to day operation
- Manage multiples, sometimes conflicting priorities in a fast-paced and demanding environment
- Proactively manage the calendar, schedule meetings, manage domestic and global meeting logistics, and arrange domestic and international travel with both internal and external parties for manager and team members as requested
- Handle complex meeting planning, including numerous teleconferences, videoconferences, and web-based meetings
- Assist in preparation of reports and presentations

- Ability to exercise sound judgment, tact and discretion in dealing with REDCAT's diverse constituencies
- Experience making complex travel arrangements
- Demonstrated computer skills (Adobe Suite, Microsoft Office, HTML, database) and Internet/social media skills
- Travel and expense reporting
- MS Office activities
- Coordination of on and off-site meetings with internal and external customers