



## Example of Coordinator, Administrative Job Description

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Our company is growing rapidly and is looking to fill the role of coordinator, administrative. 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 coordinator, administrative

- Acting as the point person with all vendors
- Assisting with setting up new staff member
- Process legal bills received for all departments of the University
- Manage the calendar for the Administrator of Ambulatory Access, the Director of Communication Technologies (Comtech), and the Assistant Director for the UW Medicine Contact Center
- Serve as main point of contact
- Coordinate and support engagement strategies with staff and entity colleagues, including the Comtech Connection and Comtech Working Group
- Provide administrative support to Principal Investigators in the preparation and management of grants and contracts
- Oversight of and tracking mechanisms for monitoring, evaluating and administering grants and contracts received under the School of Criminal Justice and its research centers
- Provides management of all grant/contract related fiscal, purchasing and personnel activities
- Perform a wide variety of technical and office administrative duties as required by daily operations

### Qualifications for coordinator, administrative

- Handles UPS shipments
- Assist Directors of Sales with travel arrangements and maintain an up to date calendar/itinerary for each manager
- 3+ years of Legal / Paralegal experience
- 2+ years of Administrative and/or Office Management / Coordination experience
- Minimum of a HS diploma