



Example of Coordinator, Administrative Job Description

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Our growing company is looking 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

- Uses Microsoft office Suite (Word, Excel, PowerPoint) to assist faculty in preparing professional quality documents manuscripts, articles, spreadsheets and presentations
- May support managers in the pay administration process by collecting and entering employee pay recommendations onto spreadsheets
- Data entry, filing, answering the phone and other clerical duties
- Quality control of third party insurance certification
- Update data within compliance management systems and general office support services
- Meet and assist diverse groups of people with a variety of concerns, questions, or problems, while still maintaining a pleasant and appropriate demeanor
- Perform general administrative duties such as scheduling, reporting, basic budget preparation and tracking information for executives
- Create and edit PowerPoint decks for executive team
- Oversee all general clerical duties such as photocopying, faxing, mailing, filing
- Prepare simple analyses of information or data for executives, as needed

Qualifications for coordinator, administrative

- Experience working with international visa requirements and passport processing is required
- High school or equivalent diploma and a minimum of five (5) years related work experience
- Minimum of 2 years of proven experience as an administrative team leader
- Solid experience in financial, human resources, accounting and administrative routines
- Associate's Degree or High School Diploma and 5+ years of related experience