



## Example of Coordinator, Administrative Job Description

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Our company is searching for experienced candidates for the position of 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

- Serve as a Personnel Data Entry Assistant (PDEC) in executing HR R/3 functions related to payroll procedures, new hire, position management and time data entry and provide reports
- Read and analyze incoming memos, submissions, and reports to determine significance and distribute critical information to practice offices, management and other staff as appropriate
- Perform other miscellaneous administrative tasks and special projects as needed
- Ability to prioritize multiple tasks, demonstrating a sense of urgency and acute attention to detail, while maintaining a positive, professional attitude
- Ability to communicate effectively with executive level professionals through verbal and/or written communication
- Adept at using all features of a multi-line telephone system and voice mail, other office equipment such as a PC, copier and fax machine
- College degree preferred with 3-5 years' experience
- Experience in a professional services environment is a plus
- Manage the daily administration for the Facilities Management department and provide support for the Head of Facilities
- Responsible for all financial transactions for the department

### Qualifications for coordinator, administrative

- Solid experience with common office equipment such as copier, fax and printers is required
- Must demonstrate polished interpersonal skills, attention to detail, high energy, positive energy and flexibility
- Ability to interact with staff at all levels in a fast-paced environment while remaining flexible, proactive, resourceful, efficient, and with a high level of professionalism and confidentiality is crucial
- Associates degree in business administration, office management (or related field) or equivalent experience
- At least five years of related administrative work experience