



Example of Coordinator, Administrative Job Description

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Our growing company is hiring for a coordinator, administrative. To join our growing team, please review the list of responsibilities and qualifications.

Responsibilities for coordinator, administrative

- Maintain websites, faculty CVs, prepare manuscripts, construct list of references for academic papers, assist with grant preparation, statistical reports, tables, and charts using knowledge of scientific, literary, or other technical terms
- Maintain records through filing, retrieval, retention, storage, compilation, coding, updating and destruction
- Maintain faculty calendar(s), schedule appointments and meeting rooms
- Provides administrative support to divisional leadership
- Makes and confirms reservations, coordinates meetings and event schedules
- Submits travel and other expense reimbursements in a timely fashion
- Manages processes for quarterly updates of faculty bio sketches and CVs
- Answers, screens, directs and manages incoming calls, relays messages and independently handles routine calls as able
- Maintains appropriate levels of discretion and confidentiality in interactions with colleagues, internal and external contacts and visitors
- Processes purchase orders, shopping carts, vendor setup and invoice payments

Qualifications for coordinator, administrative

- Previous Client experience and understanding of systems
- Possess excellent interpersonal, organizational, verbal, and written communication skills

- Strong poise in communicating with all levels of the organization, along with external clients and partners, both on the telephone and in person
- The position also requires someone with the ability to communicate in a highly professional level
- Demonstrate proficiency with office hardware (personal computers, USB drives, printers)