



Example of Coordinator, Services Job Description

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

Responsibilities for coordinator, services

- Ability to identify proactively the various stakeholders on a campaign and their involvement needed
- Serves as a member of internal committees as directed, including Operations Committee, IT development committee, Tracking Center Team Committee
- Assists with financial management by initiating financial transactions including invoice vouchers, purchase orders, and reimbursements
- Creates invoices for internal and external customers, and monitors accounts receivable to ensure timely collection
- Initiate, review and approve travel authorizations and reimbursements
- Serves as primary point of contact for all temporary and student HR needs, including recruitment
- Gathers supporting documentation to complete voucher forms and process Brokers' commission payments while abiding by company accounting policies local and national laws
- Coordinates complex on/offsite meetings and conferences
- May schedule appointments, keep calendars and arrange travel itineraries and meeting room reservations
- Updates and maintains various information databases

Qualifications for coordinator, services

- Demonstrated proficiency in verbal and written communication with a variety of audiences
- Must have current driver's license - to travel to IPPE sites

- Must be a team player, able to work in close collaboration with cross-functional groups
- Ability to be effective in fast paced quickly changing environment