



Example of Department Coordinator Job Description

Powered by www.VelvetJobs.com

Our innovative and growing company is searching for experienced candidates for the position of department coordinator. Thank you in advance for taking a look at the list of responsibilities and qualifications. We look forward to reviewing your resume.

Responsibilities for department coordinator

- Suggest, coordinate and organize training or speaker sessions
- Maintains Edit Suites to ensure they are stocked properly
- Be the department go to for all Turner resources (TGS, MyHR, T&L, T&E, Concur, Travel, etc)
- Manage and update Creative Services' distribution lists
- Supply maintenance for the Creative Services department
- Work with Sr Manger, Edit on temp onboarding process (handle temp space, equipment, set up, badge, etc)
- Good Network relationships are important - Will also be Studios Admin backup when needed
- The candidate will need to manage multiple tasks efficiently while working productively in a fast-paced environment
- Have a strong ability to prioritize and use good judgment
- Attention to detail and excellent follow up skills Knowledge, Skills, Abilities Communication

Qualifications for department coordinator

- Requires some local travel to events and meetings - Travel is estimated at less than 10%
- Having an understanding of materials and processes used in Art Dept
- Knowledge of Shotgun, tracking software, a plus

- Strong interpersonal skills to facilitate cooperation and successful resolution of issues between the faculty, staff, and students, with other departments on campus and off-campus entities
- Must be able to work cooperatively as a team, independently with little supervision