



Example of Group Coordinator Job Description

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Our company is searching for experienced candidates for the position of group coordinator. If you are looking for an exciting place to work, please take a look at the list of qualifications below.

Responsibilities for group coordinator

- News releases
- Electronic and print mailings
- Assist projects in event planning and logistics (shipping/receiving, managing reservations)
- Acting as the HR liaison as required, including assisting with new starters, admin Organograms, email aliases, department seating plan, line management changes and client lists, monthly meetings, new starter handbook, anniversaries and holidays
- Interface with our internal and external clients and distributor representatives
- Purchasing Equipment and Parts
- Manage EMS (internal project system)
- Batch input manufacturing timesheets into EMS
- Identify Project Risk
- Additional tasks and duties as requested by the Director of Event Management, Director of Revenue Management and Director of Sales & Marketing

Qualifications for group coordinator

- Candidate should have 4 to 8 years of experience in animal health or human pharmaceutical operations with an emphasis on business analysis and support of an overall business or department
- Candidate should demonstrate the ability to execute project on a tight

- Must demonstrate the ability to manage objectives by taking initiative on most decisions daily within scope of responsibility
- Candidate must be able to perform daily activities with little to no direction in completing daily work and moderate level of guidance in completing complex projects
- Above average communication skills with all levels of an organization
- Proficiency with Business Intelligence reporting tools (such as ZEBRA)