



# Example of Housing Coordinator Job Description

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Our company is looking to fill the role of housing coordinator. We appreciate you taking the time to review the list of qualifications and to apply for the position. If you don't fill all of the qualifications, you may still be considered depending on your level of experience.

## Responsibilities for housing coordinator

- Timely and accurate delivery of billing to the Event Planner and Accounting
- Work closely with the Front Office staff to ensure smooth arrival and departure experience
- Create client resumes and coversheets, identify and execute any VIP request, and reserve complimentary certificates and suites
- Schedule and verify all post event client follow up is completed
- Assist Event Managers in BEO/SOE, Resumes, Cover Sheets and agenda entry in CI/TY
- Coordinate efforts with room control to ensure YIP/Staff and special room requests are blocked in PMS system
- Meets with housing developers to discuss affordability requirements
- Receives, reviews, and approves developers' documents for affordable housing obligations
- Tracks developers' in-lieu of payments and unit production
- Oversees and continues to refine process to collect required documentation and prepare documentation to secure long-term affordability of ARO units

## Qualifications for housing coordinator

- High school degree is required, associate degree preferred
- Ability to exercise sound judgment and decision making skills in a highly political environment

- Experience serving in a customer service role
- Experience interpreting and communicating policies to students and customers