



Example of Implementation Coordinator Job Description

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Our company is growing rapidly and is looking to fill the role of implementation 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 implementation coordinator

- Provide analysis to monitor work stream milestone reports so that any impacts to schedule can be escalated as needed
- Schedule and lead project-related meetings and calls with internal teams, vendors, and stakeholders
- Monitor and track action items and decisions for work streams/projects
- Project manages new case implementation activities and serves as a liaison between the Sales team, Account Managers and customers
- Ensures timeliness, accuracy, and completeness of new business cases
- Accountable for the accuracy, timeliness, and completeness of the implementation process
- Assist with the development and oversees implementation of policies & procedures, tools and best practices
- Coordinates training and communication of policy changes to Implementation Specialist
- Develops effective relationships with new business customers and internal & external business partners
- Works with Director (Case Implementation, Account Management and Sales) on tracking, monitoring, and reporting progress on implementation process

Qualifications for implementation coordinator

- Helps to develop tools and best practices necessary to improve

- Acts as liaison between customer to resolve issues related to implementation plan design and customer deliverables
- Assists Support Specialists / Sales Support in developing prospects and responding to RFPs and actively participates in meetings
- Complete projects as requested by Director
- Manages ongoing contract relationships and service delivery to clients for accounts