



Example of Office Services Coordinator Job Description

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Our company is searching for experienced candidates for the position of office services 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 office services coordinator

- Deliver presentation laptop/remote control when requested
- Manage visitor gift supply and distribution
- Travel arrangements, coordinate taxicabs when required
- Inventory of marketing give-away items
- Interface with corporate and building security to identify and secure high valued items
- Keep host/team informed of all logistical details during all phases of meeting and events
- Screens and prioritizes incoming calls and foot traffic
- Maintains office equipment and purchases
- Responds to questions from faculty, students, staff about policies and procedures governing student services areas
- Maintains records within several office databases and related records

Qualifications for office services coordinator

- Demonstrate effective verbal and written communication, reading and comprehension skills
- Provides support for modifying the department's web site content
- Provides guidance and direction to staff and student workers, as assigned
- Minimum 3 years' experience in vendor management required

office services team members as needed

- Coordinate seating and setup of new hires with needed equipment, furniture