



Example of Operations Coordinator Job Description

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Our innovative and growing company is looking for an operations coordinator. Please review the list of responsibilities and qualifications. While this is our ideal list, we will consider candidates that do not necessarily have all of the qualifications, but have sufficient experience and talent.

Responsibilities for operations coordinator

- Develop/maintain accurate IT operational procedures
- Answers telephones and greets clients/guests
- Accurately processes order tickets (or calls in/faxes orders to main branch) and follows up where necessary
- Books in cash/checks, issues receipts and accurately balances daily
- Books in securities, issues receipts and accurately balances daily
- Notify management of the late agents and agent papers waiting to be delivered
- Assess any potential overages on project budgets and/or yearly budgets
- Support the whole sales team s by pulling reports which include weekly, monthly shipping reports by Division & Account, Division P&L, master contact list for Independent Channel, SIS and B2B recaps
- Manage the donor incentive process including the creative conception and cost estimates
- Analyze sale trends and adjust donor rewards and prices accordingly

Qualifications for operations coordinator

- Familiarity with CAD/Architectural documents a plus
- Ability to stoop, bend and walk to distribute newspapers
- Series 7 and Series 63 licenses a plus
- Ensuring the proper use of one's own time and the time of others

