



Example of Operations Coordinator Job Description

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

- Coordinate with team to report and address any financial/budget related issues
- Identify challenges and solicit resolution assistance as needed
- Track and assist with on-boarding and off-boarding of personnel and support training coordination
- Draft and collaborate with regional team members for updates for Southern Region Operations Update (including Project Delivery Group, Corporate Counsel, Group Services /Facilities, IT, SH&E, Finance, HR, Marketing, Real Estate)
- Provide administrative support for Dr
- Support the portfolio of Dr
- Manage and coordinate employee equipment and software purchases basic office supplies including stocking and maintaining the cleanliness of the shared kitchen
- Maintain and place pre-print ticket orders for clients in coordination with Fulfillment Center
- Assist account representative with daily client sales reporting for major clients
- Assist Director of Operations with various reporting projects including sales analytics and quarterly reviews

Qualifications for operations coordinator

- 12 years of Facility Management experience preferred
- Preferably 2-4 years of working experience specializing in Clerical/Administrative Support or equivalent
- Computer skills, good communications, planning and organizing skills
- Applicants must be assertive and confident in dealing with different kinds of people
- Applicants should possess characteristics such as self-discipline, self-motivation