



Example of Operations Coordinator Job Description

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Our company is searching for experienced candidates for the position 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

- Monitor and refine processes and procedures to more effectively utilize the skills and abilities of administrative support personnel
- Works with operations manager to develop new processes and procedures with a focus on safety and efficiency to prepare units to go to rent
- In charge of all printers - operation, maintenance and recommendations of necessary upgrades and replacements
- Support ordering and maintenance of IT operational software/hardware as needed
- Responsibilities will include collection and cloud storage of contracts
- May be asked to assist with client transition matters in conjunction with management team and Corporate Human Resources
- Excellent oral, written, analytical and interpersonal skills are a must
- Provide admin assistant to our Director of Operations
- Maintains and updates the Food & Beverage Departments database
- Handle and action as appropriate any calls and bookings for Food & Beverage outlets

Qualifications for operations coordinator

- Bachelor's degree (B.A.) in related field from four-year college or university preferred
- Ability to use office equipment (fax, copier, scanner, etc)

- Experience with Microsoft Office applications and strong scheduling on outlook
- Experience adapting to challenges, providing support, and guiding communications in a constantly changing environment