



Example of Operations Coordinator Job Description

Powered by www.VelvetJobs.com

Our growing company is hiring for an operations coordinator. If you are looking for an exciting place to work, please take a look at the list of qualifications below.

Responsibilities for operations coordinator

- Local Point of Contact for Centralized Groups
- Determine Lot-Fit/restriction of each unit
- Responsible for the entire Design Review process as may be required by various municipalities
- Model home/subdivision start-up
- Assist customers with questions regarding invoices, deliveries, pricing
- Serve as an over-all problem solver and organizer for the L.A
- Manage daily operational and administrative needs including IT, phone and other key office infrastructure
- Schedule meetings, manage calendars, arrange travel and submit expenses
- Support client work by preparing correspondence, formatting and editing documents
- Anticipate and solve problems energetically and creatively

Qualifications for operations coordinator

- Experience with budgeting and P&L analysis, and advanced knowledge of the Microsoft Office Suite required
- 6 months of related experience is required
- Familiar or the ability to learn Oracle Based Software
- Strong ability to perform work accurately and thoroughly
- Strong ability to adapt to change in the workplace
- High capacity of communication with colleagues and partners •High capacity to negotiate •High capacity of analysis of process and information •Develop

