



Example of Ops Coordinator Job Description

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Our innovative and growing company is looking for an ops 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 ops coordinator

- Supply Chain or Operations experience is a plus
- OT expected
- Ongoing incentive reporting (CSI, CDH)
- Will be expected to assist the Area Operations Management in managing contractor invoicing
- Coordinate the entire day-to-day operations of the invoice reconciliation responsibilities with the installation contractors
- Responsible for working with the team in coordinating the resolution of escalated service calls
- Preparing materials for meetings and coordinating meetings and calendars
- Reviewing and analyzing reports as needed
- Coordinates Action Tracking Program for Operations
- Coordinate/perform apparent cause/root cause evaluations

Qualifications for ops coordinator

- The ability to prioritise and effectively manage a large number of different projects simultaneously and prioritising as necessary
- Initiative, proactivity and motivation a must
- Provide high level of customer service to internal and external stakeholders
- Knowledge of medical terminology and/or experience with CPT and ICD-9 coding, preferred

