



# Example of Planning Coordinator Job Description

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Our growing company is searching for experienced candidates for the position of planning coordinator. To join our growing team, please review the list of responsibilities and qualifications.

## Responsibilities for planning coordinator

- Assist SLT Manager/s with meetings providing agendas, taking & distribution of meeting minutes
- Awareness of Contingent Workforce Management system
- Administrate and manage employee related assets
- Regularly report on asset inventory
- Facilities management of Toronto locations and staff
- Special Adhoc requests
- Support I&TS IT Social Committee
- Ensures appropriate action taken to meet or exceed all target dates for HR and employment related activities, Performance Reviews, Goals, Development Plans, Training
- Answer and triage incoming phone calls while providing exemplary customer service and proper responses to requests
- Support ongoing office projects such as donor birthday cards, special marketing mailings, standard gift planning packets, and gift planning events

## Qualifications for planning coordinator

- Other duties as assigned to support the administrative needs of the Office
- Provide general support to Development and Alumni Relations ("DAR") by staffing Johns Hopkins events such as reunion, commencement, building and professorship dedications and campaign events
- Respond to space related work requests (JIRA tickets) in timely manner, help

- Plan and schedule group moves and moves with special requirements
- Heavy Data Entry - Update and maintain various programming databases (Esearch, Pilat)
- Assist the Program Planning team in maintaining programming schedules and timeliness of program delivery