



Example of Processing Coordinator Job Description

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Our company is searching for experienced candidates for the position of processing coordinator. Thank you in advance for taking a look at the list of responsibilities and qualifications. We look forward to reviewing your resume.

Responsibilities for processing coordinator

- Maintain effective communication with customers, co-team leaders, stock clerks and the management team
- Handles a variety of complex duties related to auditing Third Party claims via POS and compliance related system functionality thru our In-House processing system (RxView-ProIntercept Software and Vendor PPE System)
- Initiate and identify new ways to maximize margin via editing and special requests for RxView System enhancements and Vendor PPE System
- Extensive analysis and review of reports associated with contracted rates and editing for pharmacy compliance
- Support, Review and identification of legal & audit risks that may occur during claims processing
- Support pharmacy processing issues and address recurring processing problems
- Perform all duties of green bean loader (inventory cycle counts, loading green, unloading trucks, perform quality checks)
- Perform all duties of a blender (maintain FIFO in the roasted silos, inventory cycle counts, rework coffee as needed)
- Perform all duties of a flavor blender (apply appropriate flavoring to coffee, Inventory)
- Perform all duties of a grinder (perform particle analysis, adjust grind recipes)

Qualifications for processing coordinator

- Knowledge of Securities Lending a plus
- Proficiency in Microsoft Office suite of products include Access
- Experience with Bloomberg, Sungard Global One, Loanet, DTC, FED, and TrustDesk a plus
- Minimum of two years' experience of customer contact experience