



Example of Processing Coordinator Job Description

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Our company is growing rapidly and is looking for a processing coordinator. To join our growing team, please review the list of responsibilities and qualifications.

Responsibilities for processing coordinator

- Utilize operator interface panels
- Prepares machines for startup and shutdown procedures as necessary
- If applicable, controls site specific processing standards by making machine adjustments (temperature/speed settings, production times)
- Maintains log of all daily activities and prepares end of shift paperwork
- Coordinates during shift sanitation functions and performs sanitation assignments/shutdown cleanup duties as scheduled
- Practices and adheres to appropriate safety and hygiene guidelines/procedures for safe housekeeping and personnel protection
- Create project plan, record delivery milestones in agreement with the IT partners and stakeholders, establish project governance and structure for larger scale change initiatives
- Daily data entry and error checking
- Outgoing calls to customers to provide information and route them to an appropriate internal contact for support
- Provide general administrative assistance for the Atlanta team, including meeting coordination

Qualifications for processing coordinator

- Able to make decisions in qualifying sales orders for commission payment in compliance with department policies and procedures
- Must have a working knowledge of computer-based programs
- Knowledge in ICOMS / AS400 and or CSG preferred, including the ability to

- Action-oriented, energetic individual needing little direction or supervision
- A College or University degree and/or some relevant work experience is required
- Excellent oral and written communication skills are requiredKnowledge of the Asset Servicing environment is requiredAnalytical and problem solving skills are required