



Example of Rooms Coordinator Job Description

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Our innovative and growing company is searching for experienced candidates for the position of rooms 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 rooms coordinator

- Immediately respond to overhead and digital pages
- Act as liaison for clinical staff regarding implant concerns
- Promote harmonious working relationships with all surgical and clinical staff
- Appropriately communicate with all staff and vendors when necessary
- Maintain correct inventory and par levels
- Track serial numbers and expiration dates of product
- Reshelf unused implants returned from operating and adjust inventory with approval from Business Manager
- Continually check OR schedule in advance for needed implants and ensure everything needed is in the Implant Room no later than 24 hours in advance
- Maintains an organized and clean working environment
- Appropriate communication with all staff and vendors when necessary

Qualifications for rooms coordinator

- Possess minimum G.C.E
- Requires working knowledge of Rooms, Front Desk, Reservations and PBX services, policies and operations
- Requires extensive knowledge of and the ability to operate computer equipment and the reservation system
- Ability to read and speak in English
- A solid working knowledge of all MS systems

