



## Example of Rooms Coordinator Job Description

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

### Responsibilities for rooms coordinator

- Communicate room's challenges/inventory concerns to front office team on a daily basis
- Serve as Front Office liaison with Housekeeping and Engineering to manage and block guest rooms as necessary
- Appropriately place stock, non-stock and consignment implants in designated location
- Maintain correct inventory and par levels by tracking serial numbers and expiration dates of product(s)
- In-depth knowledge of implants and matching instrumentation for any given case and immediately respond to all requests for the aforementioned to the appropriate operating room, and respond to requests for unanticipated implants and facilitate prompt delivery to requesting operating room
- Assume accountability for all related implant issues and identifying opportunities for improvement in daily operations of Surgical Services
- Generate usage report of implant products, monthly Implant Wastage Reports, and maintain Tissue Tracking database per FDA and Joint Commission guidelines and regulations
- Facilitate trials of implant products
- Perform all other duties as required by Business Manager for Surgical Services
- Assist Front Desk during high business demands

### Qualifications for rooms coordinator

- Proficient in implant/prosthesis terminology and surgical application
- Knowledge of FDA regulations and TJC guidelines pertaining to implants/prosthesis
- Ability to effectively and calmly communicate in highly stressful situations
- Must actively promote teamwork and high quality customer care/services