



Example of Solutions Coordinator Job Description

Powered by www.VelvetJobs.com

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

Responsibilities for solutions coordinator

- Assist with collateral creation, research, and other project support for Solutions memberships
- Work with clients and internal staff to schedule conference calls, webinars, and on-site meetings and events
- Act as internal and external liaison for several departments in the firm, serving as a representative of the Advisory Board Solutions department and memberships
- Plan department-wide events including staff meetings, training sessions, and team activities
- Work closely with department Operations Director on various tasks and projects
- Coordinating educational meetings, key conferences and scientific meetings
- Assist with the production and/or localisation of promotional materials
- Liaise where appropriate with design and digital marketing agencies
- Support the team with all marketing communications and in internal meeting preparation
- Assistance with the preparation of quotes

Qualifications for solutions coordinator

- 3-4 years of relevant work experience in Media, Marketing, Sales or a related field
- Support the National Retail solutions executives

- Taking enquiries, managing debt and resolving issues
- Being responsible for accurate control of all documentation, reporting and systems with regard to the operations of Casual Leasing
- Support the NSW Retail solutions executives