



Example of Solutions Coordinator Job Description

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Our innovative and growing company is looking to fill the role of solutions coordinator. We appreciate you taking the time to review the list of qualifications and to apply for the position. If you don't fill all of the qualifications, you may still be considered depending on your level of experience.

Responsibilities for solutions coordinator

- Provide organizational assistance to the Service Solutions Team
- Provide specific invoicing information to ensure client is billed properly and timely
- Process and distribute proofs to clients, and relay requested changes and revisions to pertinent company and client contacts
- Initiate job tickets from inception and track through completion
- Conduct quality / proof checks on products during entire manufacturing process
- Work with procurement to forecast client volumes to ensure adequate inventory of materials needed to complete scheduled jobs
- Assist Program Manager and Specialist on ad hoc projects
- Be assigned specific internal process control duties to meet company requirements including but not limited to workflow documentation, job ticker management, billing information, job costing and rate updating
- Engage with Postal Manager on mail-piece review and USPS compliance and mailing permit documentation, document postal requirements for data services and presort requirements
- Support director-level portfolio of applications

Qualifications for solutions coordinator

- BA/BS degree required with 1 year of relevant industry experience

- Must demonstrate the ability to manage a budget
- Must be able to work in a fast paced environment and operate under pressure to meet deadlines in an organized and efficient manner
- Must be flexible and have the ability to manage multiple projects
- Experience with animal healthcare products, solutions platforms and services preferred