



## Example of Systems Coordinator Job Description

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Our growing company is looking for a systems coordinator. If you are looking for an exciting place to work, please take a look at the list of qualifications below.

### Responsibilities for systems coordinator

- Coordinate data cabling and electrical work as required for re-configurations
- Meet regularly with business unit leaders to understand long range planning and trends that affect space planning and use
- Maintain up-to-date knowledge of EA's space planning and allocation system (FM Systems) that is used to manage and allocate space for all EA locations
- Insure that FM systems data is updated regularly and is reflective of current seating plans and capacities
- In close partnership with Facilities Leadership, Business Partners and Finance, track spending and budgets related to physical asset deployment and forecast spending requirements based on business needs
- Carry out field surveys on office design/space planning and liaise with key vendors to keep EA up to date on the latest trends in the industry
- Provide regular reporting to management on space allocations, occupancy, re-configuration/move recommendations
- In close partnership with Finance and business unit leaders, determine annual space allocations to business units, and insure material changes are periodically updated
- Adjusting/developing plans in AutoCAD
- For major employee's moves or projects, act as project manager & assist the Facilities team in coordinating tasks to ensure completion

### Qualifications for systems coordinator

- Maintain meeting room allocation/booking rights and oversee any changes to

- Perform a variety of tasks to support the overall goals of the facilities team and EA Redwood Shores
- Develop specifications for financial systems technical improvements
- Work alongside engineering team as business counterpart
- Liaise with teams outside of finance to communicate finance based initiatives
- Prioritize projects for six technical queues based on business priorities