



# Example of Unit Coordinator Job Description

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Our company is searching for experienced candidates for the position of unit coordinator. Please review the list of responsibilities and qualifications. While this is our ideal list, we will consider candidates that do not necessarily have all of the qualifications, but have sufficient experience and talent.

## Responsibilities for unit coordinator

- Maintains and tracks research, customer feedback and satisfaction and reviews statistics and trends with appropriate personnel
- Gather, track, analyze and report on results of marketing initiatives
- Responsible for daily posts/tweets and monitoring of all applicable social media outlets for multiple conference center units
- Identifies needs and makes recommendations for increasing sales
- Prepare plans for projects or major assignments (i.e., Tasks, Resources and Time Frames)
- Creates and distributes monthly marketing calendar
- Participate in marketing conference calls and training
- Targets product compliance as it relates to marketing efforts such as printing, graphics and advertisings
- Responsible for daily posts/tweets and monitoring of all applicable social media outlets for multiple Retail units
- Act as a liaison among members of the health care team, patients, and families

## Qualifications for unit coordinator

- Completion & certification of an approved KP Hospital Unit Coordinator course OR one (1) year experience within the last three (3) years as a Hospital Unit Coordinator in an acute care setting, which included transcription of MD

- One year experience performing secretarial duties in health care or equivalent training in a recognized health care program
- Skilled working in many Social Media platforms
- Driven and always ready to engage with people
- Experience with Adobe Creative Suites, Photoshop and MS Publisher
- Ability to work quickly, efficiently, and independently on multiple projects at once