



Example of Unit Coordinator Job Description

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Our innovative and growing company is searching for experienced candidates for the position of unit coordinator. If you are looking for an exciting place to work, please take a look at the list of qualifications below.

Responsibilities for unit coordinator

- Log work requests received from owner(s) and generate work orders for maintenance staff and/or contractor, according to urgency, using Yardi Work order system
- Update work order log with notes and action taken by maintenance or vendor
- Keeps accurate records of repairs, installation, removal of equipment or appliances, and hours required on each work order
- Close out work order and invoice unit owner for services rendered
- Confirms with Procurement Specialist availability of parts and equipment to ensure scheduled work orders can be performed in a timely manner
- Log all incoming and outgoing calls
- Creates and prints memos, correspondence, reports, and other documents when necessary
- Responsible for office filing, photocopying, collating and any additional clerical work requested
- Maintains and ensures all documents are provided to approve Alteration/Decorating Agreements
- Prepares Meeting Agendas

Qualifications for unit coordinator

- Has extensive knowledge of endoscopy sterilization equipment
- Educate and develop rapport with internal/external customers with a special

- Maintain marketing information on intranet, company, and client websites
- Proven track record of increasing voluntary meal plan sales and/or sales dollars or sales volume and ability to provide examples of marketing strategies that were implemented
- 2-4 years of food retail marketing experience – meal plan sales, merchandise designs, program development and execution and visual merchandise upgrades that are current with market trends
- Background and success in implementing marketing into social media and websites ability to audit and contribute to existing social media presence(this includes Facebook, Twitter, Snapchat and Instagram)