



Example of Unit Coordinator Job Description

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Our growing company is looking for an unit coordinator. To join our growing team, please review the list of responsibilities and qualifications.

Responsibilities for unit coordinator

- Maintains and tracks and research customer feedback and satisfaction and reviews statistics and trends with appropriate personnel
- Responsible for producing the month in reviews, client semester reports, implement the Proudly Sharing Sodexo's Story Toolkit and gathering the key stories that showcase the successes at each account
- Identify and clarify internal/external customer needs and expectations, taking actions to ensure that Sodexo and customer goals are aligned and met
- Maintain marketing information on internet, company, and/or client websites and digital strategies
- Gather information and data from various sources to determine customer problems and needs
- Educate and develop rapport with internal/external customers and promote partnership by seeking feedback and responding to customer requests
- Promote a customer/client centered culture that strives to exceed customer and client needs, requirements and expectations
- Prepare plans for projects or major assignments
- Create monthly marketing calendar and newsletter
- Host events to engage student and employee participation

Qualifications for unit coordinator

- Receive signage request and print said requests for the departments
- Scan products for accuracy per daily inspection schedule
- Respond to Cashier requests for price checks or UPC issues

- BSN must be obtained within three (3) years of assuming the position