Coordinator
US4006

Job Overview:
The Coordinator will effectively serve as a point of contact for events such as caterings, reservations, bookings and other services. The general responsibilities of the position include those listed below, but Sodexo may identify other responsibilities of the position. These responsibilities may differ among accounts, depending on business necessities and client requirements.

General Responsibilities:
- Serves as a point of contact for reservations, bookings, equipment, catering and other such services.
- Communicates to internal and external clients.
- Performs some administrative tasks such as arranging meetings, developing agendas and preparing progress reports.
- Coordinates logistics, setup/knockdown and on-site problem resolution.
- May assist in daily coordination of projects, including preparing and maintaining project plans, budgets and staffing requirements.
- Tracks progress and identifies/resolves obstacles.
- Complies with all company safety and risk management policies and procedures.
- Participates in regular safety meetings, safety training and hazard assessments.
- Reports all accidents and injuries in a timely manner.
- Attends training programs (classroom and virtual) as designated.
- May perform other duties and responsibilities as assigned.

Job Qualifications:
Experience/Knowledge:
- High School diploma, GED, or equivalent experience preferred.
- 0 to 2 years related experience.

Skills/Aptitude:
- Presents self in a highly professional manner to others and understands that honesty and ethics are essential.
- Ability to maintain a positive attitude.
- Ability to communicate with co-workers and other departments with professionalism and respect.
- Maintains a professional relationship with all coworkers, vendor representatives, supervisors, managers, customers, and client representatives.
- Must have basic phone and computer skills (email, texting, etc.).
- Good attention to detail.

- Ability to work well under pressure.
- Excellent oral and written communication skills.
- Excellent management and organizational skills.
- Ability to work well alone and in a team.

License/Qualifications

Certifications: None.

General Qualifications:

- Willingness to be open to learning and growing.
- Maturity of judgment and behavior.
- Maintains high standards for work areas and appearance.
- Maintains a positive attitude.
- Ability to work a flexible schedule helpful.
- Must comply with any dress code requirements.
- Attends work and shows up for scheduled shift on time with satisfactory regularity.

Physical Requirements:

- Close vision, distance vision, peripheral vision, depth perception and the ability to adjust focus, with or without corrective lenses.
- Significant walking or other means of mobility.
- Ability to work in a standing position for long periods of time (up to 8 hours).
- Ability to reach, bend, stoop, push and/or pull, and frequently lift up to 35 pounds and occasionally lift/move 40 pounds.

Working Conditions (may add additional conditions specific to defined work location):

- Generally in an indoor setting; however, may supervise outside activities and events.
- Varying schedule to include evenings, holidays, weekends and extended hours as business dictates.
- While performing the duties of this job, the employee is primarily in a controlled, temperate environment; however, may be exposed to heat/cold during support of outside activities.
- The noise level in the work environment is usually moderate to loud.

Unit Description: Identify unit-specific job tasks and qualifications in relation to this job. List any language(s), software or registrations required to perform this job. Please describe the typical writing, speaking and presentation skills required for this job and identify the audience.

Employee signature below constitutes employee's understanding of the responsibilities, qualifications, requirements and working conditions of the position.

Employee_____ _____ Date_____
Manager_____ _____ Date_____