

Special Projects Coordinator Job Description

Our company is looking for a special projects coordinator. Thank you in advance for taking a look at the list of responsibilities and qualifications. We look forward to reviewing your resume.

Responsibilities for special projects coordinator

- Assists in the managing and directing administrative and/or operational activities for the First Deputy
- Manages the Department of Procurement Services Solicitation report
- Edits/converts files for uploading to Bid Tracker program
- Monitors the Department of Procurement Services' submission mailbox
- Prepares the quarterly Consolidated Buying Plan
- Handles administrative tasks for the Non-Competitive Review Board (NCRB)
- Attends bi-weekly Compliance Unit meetings
- Manages the preparation of the yearly Budget Book and prepares Budget Analysis for year-end reports
- Serves as the Chair of the Reference Contract Committee
- Manages the Department of Finance annual audits

Qualifications for special projects coordinator

- Must be flexible in handling multiple tasks of a different nature and have the ability to prioritize efficiently, while being a problem solver who is quick to figure solutions and make things happen
- Oversees the implementation of various management controls to increase the efficiency and effectiveness of purchasing and administrative activities
- Oversees the activities of special programs
- Directs subordinate personnel in providing HR functions and administrative functions
- Minimum 3 years professional experience in increasingly responsible administrative positions in academia, business, government, communications or related area
- Familiarity with higher education and with current domestic and international relations policy issues highly desirable

Special Projects Coordinator

Chao Zhang



Special Projects Coordinator:

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