

Office Coordinator Job Description

- Prepare for and hold client meetings
- Handle administrative tasks, booking offices, meeting rooms, and venues for events and conferences
- Make plans for catering for meetings, conferences, and events
- Arrange for transportation
- Make preparation for pick-ups and drops to and from airports, railway stations, and bus stops
- Maintain staff schedule and diary of events
- Generate invoices for customers billed on a project basis or retainer basis if using accounting software
- Prepare sales proposals by submitting quotations or bids to clients after they have been awarded the contract by the company
- Work with sales representatives to assist in the process of managing a sales pipeline and understanding the marketing requirements for new customers
- Manage the client's specific requirements for hosting events, conferences and meetings by coordinating catering, entertainment and distribution of promotional materials (i.e., brochures, leaflets, and other materials)
- Perform data entry
- Submit hours worked to payroll department.