



## Workflow Coordinator

---

### Details

**Job ID : 455**

**Title :** Workflow Coordinator

**Job Code :** 841

**Salary :** \$2,185.00 (Monthly)

**Grade :** 8

**Tenured :** YES

---

### Job Departments

- Administrative Services - Real Property

---

### Purpose

RESPONSIBLE FOR OVERSEEING AND MANAGING FACILITIES WORKORDER TRACKING SYSTEM

---

### Required Qualifications

**Education :** High School Graduate or GED

**Education Substitute :** None

**Experience :** 5 Years of Related Experience

---

### Job Required Knowledge

- KNOWLEDGE OF PROPERTY ACCOUNTABILITY, WORK MANAGEMENT PROCUREMENT SYSTEMS AND PROCESSES

---

### Job Skills/Abilities

- EXCELLENT COMMUNICATION AND CUSTOMER SERVICE SKILLS
- COMPUTER AND DATA ENTRY PROFICIENCY
- ATTENTION TO DETAIL

---

### Job Duties

- RECEIVES AND ENTERS ALL FACILITIES WORK REQUESTS
- TRACKS PROJECTS AND GENERATES REPORTS REGARDING STATUS OF EXISTING PROJECTS
- GENERATES AND PROCESSES CUSTOMER SERVICE FEEDBACK DOCUMENTS
- OTHER DUTIES AS ASSIGNED