

Project Coordinator Job Description

Overview

Our growing company is seeking to hire a project coordinator who will be in charge of assisting our project managers in staffing our ongoing projects. This task involves monitoring project plans, schedules, work hours, budgets, and expenditures, organizing and participating in stakeholder meetings, and ensuring that project deadlines are met in a timely manner.

To be successful as a project coordinator, you will need to be able to work on tight deadlines, be competent in using Microsoft Office applications such as Word and Excel, and have exceptional verbal, written, and presentation skills. No experience is required; we will train the right candidate.

Project Coordinator Responsibilities:

- Maintaining and monitoring project plans, project schedules, work hours, budgets, and expenditures.
- Organizing, attending, and participating in stakeholder meetings.
- Documenting and following up on important actions and decisions from meetings.
- Preparing necessary presentation materials for meetings.
- Ensuring project deadlines are met.
- Determining project changes.
- Providing administrative support as needed.
- Undertaking project tasks as required.
- Developing project strategies.
- Ensuring projects adhere to frameworks and all documentation is maintained appropriately for each project.
- Create a project management calendar for fulfilling each goal and objective.

Project Coordinator Qualifications:

- Ability to work effectively both independently and as part of a team.
- Experience using computers for a variety of tasks.
- Competency in Microsoft applications including Word, Excel, and Outlook.
- Ability to work on tight deadlines.
- Top-notch verbal, written, and interpersonal skills
- Outstanding listening skills and attention to detail
- Bilingual (preferred)