

## **Project Coordinator Job Description**

Our growing company is seeking to hire a Project Coordinator who will be in charge of assisting our Project Managers in organizing our ongoing projects. This task involves monitoring project plans, schedules, work hours, budgets, and expenditures, 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. A bachelor's degree in a related field or study and at least three (3) years of relevant experience is required for consideration.

### **Project Coordinator Responsibilities:**

- Maintaining and monitoring project plans, project schedules, work hours, budgets and expenditures.
- Documenting and following up on important actions and decisions from 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.
- Ensure stakeholder views are managed towards the best solution.
- Create a project management calendar for fulfilling each goal and objective.

### **Project Coordinator Requirements:**

- Bachelor degree in business or construction management or related field of study, or experience in construction.
- Exceptional verbal, written and presentation skills.
- 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.
- Knowledge file management, transcription, and other administrative procedures.
- Ability to work on tight deadlines.