



**Title:** Project Coordinator

**Job Type:** Full-time/ Salary

**OVERVIEW:** As a Project Coordinator the employee is responsible for strong administrative and coordinating support to Project Manager. Must deliver project consistent planning, scheduling, and ensure project quality from start to finish.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

- Prepares project documentation and tracking from project initiation and closure
- Prepare daily reports on project status
- Coordinate project schedules
- Provide quick solutions and handle unexpected project issues
- Communicates and works with team on project challenges
- Maintain strict adherence to the budgetary guidelines, quality, and safety standards.
- Handle multiple projects in a fast pace environment
- Handle key planning for projects
- Commitment to client satisfaction
- Complete deadline assignments
- Serve as a key link with the clients and review the deliverable prepared by the team before passing onto client

**QUALITATIVE AND OTHER ATTRIBUTES REQUIRED:**

- Excellent communication skills both written and verbal
- Proficient with computers and electronic communications in Excel, Word, Outlook
- Ability to plan and organize a team effort
- Good client management and goodwill building ability
- Effective time management and logical decision-making ability
- Capacity to handle pressure
- Strong focus on quality, teamwork
- Proficiency with Power Point, Excel and Microsoft Word