Project Coordinator

Project Coordinator Job Description:

A Project Coordinator needs to be able to work on tight deadlines, be competent in using Microsoft Office applications such as Teams, Project, PowerPoint, Word and Excel, and have exceptional verbal, written, and presentation skills.

Ability to assist Project and Program Managers in organizing ongoing and upcoming projects. This task involves monitoring projects plans, schedules, work hours, budgets, and expenditures, organizing and participating in stakeholder meetings, and ensuring that project deadlines are met in a timely manner.

Roles and Responsibilities:

- Maintaining and monitoring project plans, project schedules, work hours, budgets, and expenditures.
- Support and facilitate meetings where appropriate and distribute minutes to all project team members.
- Assess Project risks and issues and provide solutions where necessary.
- Developing project strategies.
- Determining project changes.
- Documenting and following up on important actions and decisions from meetings.
- Ensuring projects adhere to frameworks and all documentation is maintained appropriately for each project.
- Organizing, attending, and participating in stakeholder meetings.
- Preparing necessary presentation materials for meetings when needed.
- Ensuring deadlines are met.

Requirements:

- Exceptional verbal, written, and presentation skills.
- Competency in Microsoft applications including Teams, Project, PowerPoint, Word and Excel as well as Enterprise Planning database (EPICOR)
- Ability to work on tight deadlines.
- Ability to work effectively both independently and as part of a team.
- Experience using a computer for a variety of tasks.
- Knowledge of file management, transcription, and other administrative procedures.

Signature: _____   Date: _____

Effective Date: 09/1/23
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