

Project Coordinator Job Description Template

Overview of Project Coordinator

A Project Coordinator is responsible for planning, carrying out, and wrapping up of projects. They possess excellent organizational skills, attention to detail, and the ability to manage multiple tasks simultaneously. Project Coordinators work closely with team members to ensure project goals are met within the given timeline and budget. They also communicate with stakeholders to provide updates on project progress and ensure their satisfaction. Through their efficient project management, they contribute significantly to the success of the organization.

What Does a Project Coordinator Do?

Are you a skilled coordinator with a knack for project management? We are seeking a talented Project Coordinator to join our dynamic team and ensure the successful execution of projects within our organization. In this role, you will be responsible for facilitating the successful execution of projects from initiation to completion. You will work closely with project managers, team members, and stakeholders to ensure projects are delivered on time, within budget, and according to specifications.

If you thrive in a fast-paced environment and enjoy driving projects to success, this is the perfect opportunity for you to make a meaningful impact!

Project Coordinator Responsibilities and Roles

- ❖ Assist in the planning, coordination, and execution of projects from initiation to closure, ensuring adherence to project timelines, budgets, and objectives.
- ❖ Collaborate with project managers to develop project plans, schedules, and budgets, and monitor progress against established goals.
- ❖ Organize project meetings, including setting up the agenda, taking minutes, and recording action items.
- ❖ Serve as a central point of contact for project team members and stakeholders, facilitating communication and resolving issues as they arise.
- ❖ Track and manage project deliverables, resources, and risks, identifying potential obstacles and implementing mitigation strategies to ensure project success.

- ❖ Prepare and distribute project status reports, updates, and other communications to stakeholders, keeping them informed of project progress and milestones.
- ❖ Support project managers in managing project documentation, including contracts, agreements, and project plans, ensuring accuracy and compliance with organizational standards.
- ❖ Assist in the evaluation and selection of vendors, contractors, and suppliers, and manage relationships to ensure timely delivery of goods and services.
- ❖ Contribute to process improvement initiatives, identifying opportunities to streamline project workflows and enhance efficiency.

Project Coordinator Skills and Requirements

- ❖ Bachelor's degree in project management, business administration, or a similar discipline; PMP certification is advantageous.
- ❖ Proven experience in project coordination, administration, or related role, preferably in a fast-paced environment.
- ❖ Strong organizational abilities, including the capacity to manage multiple projects simultaneously, prioritize work, and adhere to deadlines.
- ❖ Outstanding interpersonal and communication abilities, with the capacity to work well with stakeholders at all levels and cross-functional teams.
- ❖ Detail oriented mindset that emphasizes precision and excellence in every aspect of work.
- ❖ Familiarity with software and tools for project management, such as Trello, Asana, and Microsoft Project.
- ❖ Understanding of best practices, procedures, and methods in project management.
- ❖ Problem-solving and decision-making abilities, with a proactive and solution-oriented approach to challenges.
- ❖ Ability to perform well in a fast-paced, dynamic workplace and adjust to changing priorities.

Pro Tip

While screening applicants and employees, deploying skill testing and competency-based valuation is crucial for a bias-free hiring process. Use Xobin to run end-to-end screening, assessment and AI-powered video interviews for this role and 1500+ other roles.