

## PROJECT COORDINATOR VACANCY

### Purpose

We are seeking suitable candidates for the position of Project Coordinator. The Project Coordinator is an integral member of the project team and is responsible for the coordination of IT projects. This includes: identification of business and stakeholder needs, collects requirements, develops project plans, tracks project progress, hours, and costs, and provides continuous communication with project team, stakeholders, and contractors from conceptualization to closure.

PROJECT COORDINATOR	
<p><b>Primary Responsibilities:</b></p> <p><b>Project Coordinator Anticipated Deliverables</b></p> <ul style="list-style-type: none"> <li>• Microsoft Project Plans</li> <li>• Resource Staffing Plans</li> <li>• Communications Plans</li> <li>• Project issues, Issues, Risks, Change Request Logs</li> <li>• Project Management Artefacts as defined by the Program Management Office</li> <li>• Weekly/Monthly Reports</li> <li>• Project Closure Report and Closure Presentation to Project Review Meetings</li> </ul>	<p><b>Experience</b></p> <ul style="list-style-type: none"> <li>• 2+ years IT project coordination experience required.</li> <li>• Experience analyzing business and systems needs to develop project plans including tasks, resource estimates, team members, deliverables, procedures and design documents.</li> <li>• Experience with Microsoft Project and Microsoft Office.</li> <li>• Strong verbal/written communication abilities; effective interpersonal skills; strong attention to detail.</li> <li>• Facilitates groups or teams through the problem solving and creative thinking processes leading to the development and implementation of new approaches, systems, structures and methods.</li> <li>• Leads, develops, and manages team activities ensuring functions are executed effectively.</li> <li>• Uses creativity, past experience, and logic to see a project from concept to final implementation.</li> <li>• Excellent organization, planning, judgment, and time management skills.</li> </ul>
<p><b>Desired Education (Combination or All)</b></p> <ul style="list-style-type: none"> <li>• Bachelor's degree in Information Systems / Computer Science, Engineering, Business, Communications or equivalent required</li> <li>• PMI Certification preferred.</li> </ul>	

Please email your CV and cover letter to [joel@joecoltechnologies.com](mailto:joel@joecoltechnologies.com).