**Job Title:** Project Coordinator

**Department:** Office/Project Management

**Reports to:** Sr. Project Manager

**Job Type:** Full Time with some overtime when required.

**Salary Range:** $40,000-$55,000 annual Salary range

**Job Summary:** As a Project Coordinator, you will be a key organizational force in managing and overseeing the administrative aspects of our projects. Your role involves coordinating project schedules, resources, and information, liaising between project teams and departments, and ensuring that project tasks are completed on time and within budget. This position is ideal for someone with strong organizational skills, attention to detail, and excellent communication abilities. Your contribution will be crucial in maintaining project efficiency, facilitating smooth communication, and supporting the project management process.

**Key Responsibilities:**

1. **Project Scheduling and Planning:** Assist in developing and maintaining detailed project schedules, ensuring all deadlines are met.
2. **Resource Coordination:** Coordinate resources, equipment, and information necessary for project execution.
3. **Communication Facilitation:** Act as a liaison between project teams, departments, and external partners to ensure clear communication and collaboration.
4. **Documentation and Reporting:** Maintain comprehensive project documentation, including meeting minutes, reports, and project tracking updates.
5. **Budget and Expense Tracking:** Assist with budget tracking and expense reporting, ensuring projects remain within financial constraints.
6. **Meeting Organization:** Organize and facilitate project meetings, including preparing agendas and following up on action items.
7. **Issue Resolution:** Address and resolve any administrative problems that arise during the project lifecycle.
8. **Support Project Managers:** Provide direct administrative support to project managers and team leaders.

**Qualifications:**

* **Education:** Minimum of High School Diploma or GED Required
* **Experience:** N/A
* **Technical Skills:**
	+ **Project Management Tools**: Proficiency in project management software and tools.
	+ **Administrative Skills:** Strong administrative skills, including scheduling, planning, and resource coordination.
	+ **Budget Management:** Basic understanding of budget management and financial tracking.
* **Soft Skills:**
	+ **Strong Communication:** Excellent verbal and written communication skills for effective coordination.
	+ **Organizational Abilities:** Exceptional organizational and multitasking skills.
	+ **Team Collaboration:** Ability to work effectively within a team and support collaborative efforts.
	+ **Problem-Solving:** Aptitude for solving logistical and administrative challenges.
* **Certifications:** N/A

**Competencies:**

1. **Detail-Oriented:** Focus on details to ensure accuracy in all aspects of project coordination.
2. **Proactivity:** Taking initiative in identifying and addressing project needs.
3. **Adaptability:** Flexibility to adapt to changing project scopes and demands.
4. **Supportive Attitude:** A supportive mindset, aiming to facilitate the work of project teams and managers.

**Physical Demands:**

For this office-based role, the physical demand is generally low to moderate. This includes the ability to:

* **Sit for Extended Periods**: Frequently required to sit for long durations while working at a computer.
* **Manual Dexterity**: Regular use of hands for typing, filing, and handling paperwork or office equipment.
* **Light Lifting**: Occasionally required to lift and carry items such as files, documents, or small office supplies, typically not exceeding 20 pounds.
* **Navigating the Office**: Mobility around the office to access files, office equipment, and interact with other staff.
* **Visual Demands**: Sufficient to work on a computer, read documents, and manage files, with accommodation provided if necessary.

**Work Environment:**

**The work environment for this position is a typical office setting, characterized by:**

* **Indoor Setting:** Work is primarily conducted indoors with climate control and adequate lighting.
* **Office Equipment:** Regular use of standard office equipment such as computers, phones, printers, and copiers.
* **Collaborative Atmosphere**: Interaction with other team members in an office environment, requiring a blend of independent work and teamwork.
* **Noise Level:** Generally quiet to moderate, typical of an office setting, with occasional distractions and interruptions.
* **Professional Setting:** An environment that maintains a professional decorum and adheres to standard office hours.

**A Project Coordinator focuses more on the administrative, organizational, and communicative aspects of project management, as opposed to the more technical and engineering-focused role of a Project Engineer. It's tailored to someone who excels in coordination, planning, and facilitating project processes.**