



Project Coordinator Job Description [TEMPLATE]

Are you a detail-oriented and business-savvy professional? Do you love keeping things organized and thriving when working on multiple tasks simultaneously? We are looking for a project coordinator to join our team and play a pivotal role in successfully executing our current and upcoming projects. In this role, you will be a part of our project management team and support the planning, coordination, and monitoring of projects from beginning to end. Our ideal candidate has coordination experience and a positive, motivated attitude.

Project Coordinator Responsibilities

- Create a project plan and timeline, including objectives, goals, and deadlines
- Coordinate project activities according to the timeline
- Maintain accurate documentation for each project's accomplishments, correspondence, and other important details
- Track project metrics and KPIs, providing partners, stakeholders, and team members with up-to-date reports
- Identify potential obstacles during the project timeline and work with the project team to resolve them
- Partner with the project manager to regularly assess the project's progress
- Organize and schedule project meetings
- Comply with standards for trainings and certifications necessary to complete the project

Project Coordinator Requirements

- Bachelor's degree in business administration, management, or related field
- Prior experience working on a project coordination or management team (three years preferred)
- Strong knowledge and experience with Microsoft Word, Excel, Outlook, and Teams
- Excellent organizational and written and verbal communication skills
- Experience working in an administrative setting and performing clerical tasks