

Job Title: Project Coordinator
Department: Project Management
Location: Hybrid / On-site

Job Summary

We are looking for a detail-oriented **Project Coordinator** to support project managers in planning, executing, and monitoring ongoing projects. The ideal candidate should have strong communication skills, technical familiarity, and the ability to manage multiple tasks efficiently.

Key Responsibilities

- Assist the Project Manager in project planning and scheduling.
 - Coordinate meetings, prepare project documentation, and maintain project records.
 - Track project progress and update stakeholders regularly.
 - Ensure tasks are completed on time and escalate delays when needed.
 - Manage resources, timelines, and deliverables.
 - Support risk identification and issue resolution.
 - Prepare status reports and presentations for management.
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Required Skills

- Project documentation
- MS Excel
- MS Word
- PowerPoint

- Project scheduling
 - Coordination & communication
 - Task tracking
 - Time management
 - Problem-solving
 - Stakeholder management
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Preferred Skills

- Jira / Trello / Asana
 - Basic knowledge of project management tools
 - Data entry & reporting
 - Basic understanding of Agile/Scrum
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Educational Requirements

- Bachelor's degree in IT, Business Administration, Project Management or related field.
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Experience

- 0–2 years of experience in project coordination or related roles.