Project Coordinator Responsibilities:

HR Support

Resource acquisition:

1- Regular filtration of candidates in job search websites (IranTalent, Linked-In etc)
2- Writing the job specifications and circulate via technical mail-lists
3- Arrange first telephone interview
4- Arrange face to face interview
5- Participate in resource evaluation
6- Communicating decisions to the person
7- Receive relevant contractual documents

Performance evaluation:

1- Scoring sprint deliverables per individual per sprint
2- Evaluating individual performance per sprint
3- Report performance to the manager
4- Refine and refactor individual's KPIs per month

Scrum Master:

1- Act as Scrum Master; remove any impediment that stop the team reaching the agile targets
2- Help documenting sprint items and their success criteria
3- Coordinate regular backlog refinement meetings to evaluate the size and priority of sprint backlog
4- Setup Sprint planning ,daily scrum and sprint retrospective meetings
5- Produce regular project development planning reports from relevant tools
6- Evaluate the velocity of each sprint

Technical Writer:

1- Documenting technical guidelines online
2- Usability testing and producing relevant reports

Skills Required:

1- Good English Writing and speaking skills
2- A great communicator
3- Comfortable with office tools
4- Quick learner
5- Good knowledge of software technical term with the ability to adapt quickly and comfortably
6- Attention to the details
7- Excellent with time management