# **JOB DESCRIPTION FOR PROJECT COORDINATOR/MANAGER**

## Responsibilities

* Manage the relationship with the client and all stakeholders.
* Measure project performance using Microsoft project online tool and report project progress to stakeholders.
* Ensure that all projects are delivered on time, within the scope, and within budget.
* Develop a detailed project plan to track progress & ensure resource availability and allocation.
* Create and maintain comprehensive project documentation as per [PMI (Project Management Institute)](https://www.pmi.org.uk/) standards.
* Identify and manage risks to ensure delivery is on time.
* Coordinating with cross-discipline team members, consultants, and vendors for the execution of projects
* Preparing status reports by gathering, analyzing, and summarizing relevant information.
* Establishing effective project communication plans and ensuring their execution.
* Facilitating change requests to ensure that all parties are informed of the impacts on schedule and budget.
* Obtaining customer acceptance of project deliverables.
* Conducting post-project evaluation and identifying successful and unsuccessful project elements.

## Requirements and skills

* Bachelor’s degree in any engineering stream & 8 years of work experience.
* Minimum 3 years of experience as a project coordinator or project manager in the product development, engineering services, or software sector.
* Excellent client-facing and [communication skills](https://resources.workable.com/project-manager-interview-questions).
* Solid organizational skills including attention to detail and multi-tasking skills.
* Good understanding of product development involving mechanical, electronics & software.
* Good communication and negotiation skills, to manage expectations.
* Ability to use your initiative and make decisions under pressure.
* Prior working knowledge of Microsoft projects.
* PMP certification is a plus.