

Attachment: Decide the evaluation criteria

Number of methodological Tool	EUPA_LO_151_M_001
Number of attachment	EUPA_LO_151_M_001_Att_1

JOB DESCRIPTION¹:

Project Coordinator Responsibilities include:

- Coordinating project schedules, resources, equipment and information
- Liaising with clients to identify and define project requirements, scope and objectives
- Ensuring that clients' needs are met as the project evolves

Job brief

We are looking for a responsible Project Coordinator who will run, administer and organize all project activities in cooperation with and under the direction of the Project Manager, aiming at the flawless execution of the project.

Responsibilities

- Coordinate project management activities, resources, equipment and information
- Liaise with clients to identify and define project requirements, scope and objectives
- Make certain that clients' needs are met as the project evolves
- Help prepare project proposals, timeframes, schedule and budget
- Monitor and track project progress and handle any issues that arise

¹ <https://resources.workable.com/project-coordinator-job-description>

- Act as the point of contact and communicate project status adequately to all participants
- Use project management tools to monitor working hours, budget, plans and money spend
- Issue all appropriate legal paperwork
- Report and escalate to management as needed
- Create and maintain comprehensive project documentation, plans and reports

Requirements

- X+ years of experience in project management in a related field
- Previous experience in cooperating with Project Managers for the delivery of projects
- Excellent client-facing and internal communication skills
- Excellent written and verbal communication skills
- Solid organizational skills including attention to detail and multitasking skills
- Strong working knowledge of Microsoft Office and of project management tools
- BS/BA in a related field
- PMP / PRINCE II certification is a plus