JOB DESCRIPTION

| **TITLE** | PROJECT COORDINATOR | | |
| --- | --- | --- | --- |
| **Reports To** | [Insert Title] | | |

**Job Purpose**

The Project Coordinator is responsible for coordinating day-to-day tasks, managing schedules, and ensuring projects are completed on schedule. This role involves overseeing project progress from start to finish, maintaining communication between departments, and ensuring client satisfaction. The Project Coordinator will be the key point of contact for installers and clients, making sure all aspects of each project run smoothly.

This position requires excellent organizational, communication, and multitasking skills to keep projects on track. The ideal candidate will work closely with various departments, ensuring materials are ready and deadlines are met with minimal disruptions.

**Duties and Responsibilities**

Overall Responsibilities:

* Coordinate daily tasks and schedule installers at customer locations.
* Track project timelines and ensure they are communicated to all relevant departments.
* Prepare weekly and monthly project schedules and forecasts.
* Serve as the primary contact for clients and installers, managing communication via phone and email.
* Work closely with the warehouse team to prevent bottlenecks and ensure material readiness.
* Build strong relationships with clients and internal teams.
* Provide verbal assistance to clients and installation teams when required.
* Maintain accurate project documentation and reports.
* Perform additional administrative duties as required.

**Key Qualifications**

* X years of experience in project coordination or management.
* Proficiency in Microsoft Office (Outlook, Excel, Word).
* Advanced knowledge of Gantt charts.
* PMP certification is an asset.
* Understanding of manufacturing processes and materials.

**Core Competencies**

* Strong verbal communication and customer service skills.
* Excellent time management and multitasking abilities.
* Strong attention to detail.
* Problem-solving and creative thinking.
* Ability to work under pressure and meet project deadlines.
* Excellent organizational and prioritization skills.
* Ability to collaborate effectively with cross-functional teams

**Working Conditions**

* Full-time position
* Regular work schedule is [insert hours, e.g., Monday to Friday, 10-hour shifts]
* Primarily a sedentary office-based role.
* Minimal travel within the [Insert area] may be required.
* May require working overtime or outside work hours