

Project Coordinator

Works with Project Manager and help ensure projects are completed on time and within budget. A This type of position involves multi-tasking and coordinating multiple aspects of a project at the same time.

Key Task includes:

- **Directing and coordinating project work (assigning tasks, controlling schedule), Assisting Project Managers in their day to day duties.**
- **Assigning tasks and coordinating project work.**
- **Tracking, analyzing and reporting project status using excel.**
- **Creating and updating project documentation.**
- **Ensuring that project communications run smoothly, keeping key stakeholders and decision makers engaged.**
- **Work with team to make sure that project is on track, to remove impediments, provide resources and data needed.**
- **Assisting Project Managers in their day to day duties.**
- **Assigning tasks and coordinating project work.**
- **Requesting RFQs and specification from vendors, manage & request submittals.**
- **Creating and updating project documentation**
- **Ensuring that project communications run smoothly, keeping key stakeholders and decision makers engaged.**
- **Identified and worked to remove barriers to successful completion of the overall project, with particular emphasis on resolving issues with subcontractors.**
- **Created and tracked purchase orders submission, input of subcontractors billing invoice and complete project close-out manuals.**
- **Provided timely project status updates.**
- **Maintain and update company project database.**
- **Managed account data entry by inputting, reviewing, and updating billing information on company databases.**