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# Example of IT Project Coordinator Job Description

Our company is growing rapidly and is looking for an IT project coordinator. Please review the list of responsibilities and qualifications. While this is our ideal list, we will consider candidates that do not necessarily have all of the qualifications, but have sufficient experience and talent.

## Responsibilities for IT project coordinator

* Track project budget vs
* Support the development of materials for status updates and project decisions
* Analyze schedules, risks and quality of project deliverables
* Perform other duties or special projects as required or as assigned by a Project Manager
* Identifies potential problem areas within the project plan
* The IT Project Coordinator working with the person accountable for delivery of the project, is responsible for coordinating the planning, scheduling, tracking and maintenance of project plans
* Facilitate definition of project's scope, goals and deliverables
* Coordinate with person accountable for delivery of the project to develop detailed work plans, including work breakdown structures, project milestones, risk assessment / management plans, staffing needs and project timelines
* Coordinate the Identification, scheduling and assignment of project activities, tasks and milestones
* Coordinate and manage the holistic project lifecycle for those projects

## Qualifications for IT project coordinator

* Monitor and follow up on requests in a timely manner to ensure the project is running on schedule
* When applicable, ensure appropriate processes and approvals are followed to manage and track work items
* Minimum of one year of progressively complex administrative coordination experience, preferably in a PMO environment
* Knowledge of web services and related deployment considerations
* Exposure to enterprise application integrations involving SQL, web services, mutual authorization, and SAML
* Must possess excellent oral and written skills, including editing and proofreading skills