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# Example of IT Project Coordinator Job Description

Our company is searching for experienced candidates for the position of IT project coordinator. Thank you in advance for taking a look at the list of responsibilities and qualifications. We look forward to reviewing your resume.

## Responsibilities for IT project coordinator

* Track and report on project financials (SharePoint) Document Issues, Risks, Change Requests Gather Status reports and update Project Schedules
* Support development and editing of PowerPoint presentations for meetings, working with PMs who provide and determine content of presentations
* Manage and own project implementation tasks(action based)
* Project work includes but is not limited to integrating Workday and a ticketing process
* Works in conjunction with team members and stakeholders to gather requirements coordinate changes to technical requirements, business requirements, and project schedule
* Coordinates efforts of junior team members to match customer requests/requirements to available project / service offerings
* Coordinate activities, resources, and information
* Facilitate, prepare, and manages release schedule
* Facilitate daily stand-ups with the team
* Monitor and track project’s progress and handle any issues which arise

## Qualifications for IT project coordinator

* Experience with coordination of custom code modifications through full SDLC with either Agile AND/OR Waterfall
* Preferred - Project Management Professional (PMP) certification is strongly preferred as is experience in use of MS Project
* Three years experience as an IT project coordinator, auditor, system analyst, network security administrator or IT infrastructure engineer preferred
* Bachelor’s Degree in Computer Science, Management of Information System, Information Technology or related field or equivalent experience is preferred
* General understanding of infrastructure hardware and software systems including network, compute, storage and security for traditional data center hosted applications virtual and private cloud solutions
* You have a BS in Computer Science/Information Systems or BComm or equivalent relevant work experience