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# Example of Programme Coordinator Job Description

Our innovative and growing company is searching for experienced candidates for the position of programme 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 programme coordinator

* Working knowledge and Intermediate level of Office IT Systems (including MS Office (Excel, Word), MS Outlook E-mail)
* Be self motivated and be able to interact with all stakeholders from customers, highway authorities and client representatives
* Help progress Concerns
* Help Engineers with the cost management system (CMS)
* Log all incoming proposals responding to those sent by individuals
* Proactively source all site records from operations
* Have good data inputting
* Supporting Project Managers in day to day project management activities
* Ensuring documentation for the project
* Maintaining MS Project plans

## Qualifications for programme coordinator

* Build relationship with external vendor to ensure continued superior service delivery
* Provide timely customer service to internal teams, in order to capitalize on opportunities and identify service gaps
* Work with colleagues across the brand team to create and maintain programme materials that provide a gold-standard level of support to patients and are aligned to branding and compliance/regulatory requirements
* Maintain programme website, working cross-functionally to create and approve new content that meets brand and compliance/regulatory requirements
* Work with brand teams to develop internal training material as required
* Deliver internal training on the programme where applicable