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# Example of Project Coordinator Intern Job Description

Our innovative and growing company is searching for experienced candidates for the position of project coordinator intern. 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 project coordinator intern

* Build dashboards that will assist with business decisions – including status of projects, revenue, customer consumption, pricing among others (SFDC)
* Project manage the creation, review and distribution of content by the team for various audiences
* Assist in the execution of SP specific campaigns
* Work across multiple organizations internally and externally
* Compilation of project estimates and schedules
* On-time delivery of high quality projects within budget and to client’s expectations
* Accurate version control and archiving of all project related materials
* Awareness of cost control and profitability
* Attending conference calls / status update meetings with clients
* Holding regular internal project meetings, compiling minutes and actions, and distributing them to the team

## Qualifications for project coordinator intern

* Great communication and follow-through skills
* Previous project work experience preferred
* Proficiency with database software and spreadsheets / familiarity with database queries
* Currently pursuing a Bachelor's degree in Management Information systems, Industrial Engineering, Business or Technology-related field
* Degree in Finance, Computer Science, Management Information Sciences, Mathematics, Engineering, Business, or area of functional responsibility preferred, specific experience dealing with customer service
* Attending an accredited University studying toward a Bachelors degree