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# Example of Project Coordinator Job Description

Our growing company is searching for experienced candidates for the position of project coordinator. If you are looking for an exciting place to work, please take a look at the list of qualifications below.

## Responsibilities for project coordinator

* Preparing and/or editing meeting minutes, presentations and tables
* Tracking project changes and producing updated site based schedules as agreed with project management
* Compiling summary documents
* Collecting and including contributions of the Team
* Taking input from the project engineers to develop and maintain the detailed schedule
* Facilities organization
* Supporting the CXO, in the ongoing operational management of the department including facilitating consistency of execution across client teams, reporting on team and client results, and tracking to overall department goals and objectives
* Assist with managing calendar, meetings, travel and expense reports, as needed
* Coordinating, analyzing and participating in the delivery of reports and other deliverables
* Administering activities with in Precept and BB&T operations in support of the CXO

## Qualifications for project coordinator

* Possesses a general understanding of project management principles
* Experience in the pharma/biotech industry highly desired
* Capable of independently comprehending basic project technical and business content
* Ability to recognize and work appropriately with confidential information
* 2+ years of experience working in a Corporate or Research Environment
* Bachelor's Degree in Business Administration, Health Care Administration, or similar