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# Example of Project Manager / Coordinator Job Description

Our growing company is hiring for a project manager / coordinator. To join our growing team, please review the list of responsibilities and qualifications.

## Responsibilities for project manager / coordinator

* Coordinate and schedule interviews for select roles
* Coordinate the distribution of assessment results, in various forms, at various times throughout the process
* Coordinate the feedback to internal and external candidates, both successful and unsuccessful
* Track key performance measures which can be delivered to senior management on a quarterly basis
* Ensure accurate record keeping both electronically and hardcopy where appropriate
* Supporting the Development Director to assist in managing the project
* Managing and owning project schedules
* Communicating regularly with development team and other groups within EA
* Identifying process improvements and opportunities for efficiencies
* Previous experience in a software development or project management/coordination role

## Qualifications for project manager / coordinator

* Create and manage the book-of-work items for all Research and HOLT projects
* Track record of successfully delivered IT projects in critical environments, with extensive financial impact in case of major incidents
* Desirable Project Management certifications, such as PMP or PRINCE2, or formal training
* Previous experience in geographically distributed environments
* Ability to evaluate risks, create mitigation and contingency plans and work to tight deadlines
* Strong listening and communication skills - able to communicate in a clear, concise manner