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# Example of Project Manager / Coordinator Job Description

Our company is growing rapidly and is looking to fill the role of project manager / coordinator. To join our growing team, please review the list of responsibilities and qualifications.

## Responsibilities for project manager / coordinator

* Of initiatives to implement a scheduling application across over 700 departments
* Maintain and plan Shop Floor System deployment roadmap in coordination with GIS and BG priorities
* Educate and solicit coordination with Business Group Operations and Program Teams on the methodologies for engaging with GIS teams in planning and execution of Shop Floor projects
* Directly manages Project Managers (5) providing team assignments and resource planning in coordination with peer managers located in USA and Mexico
* Monitors and assures effective project execution
* Key driver for the formalization and industrialization of deployment methodology
* Design and execution of efficient status reports visualizing overall status and areas of focus
* Pursues a continuous improvement approach on project methodologies
* Manages the project recharge agreement between GIS and the sites for Shop Floor Projects
* Were project applicable, take direct Project Manager Responsibilities

## Qualifications for project manager / coordinator

* 4+ years of IT Project Management experience - infrastrucure
* The project plan needs to have an adequate level of detail to provide charts, graphs and other visual means of tracking the project status and state (Project / Excel)
* Excel requires the ability to develop formulas, pivot tables, and complex charts
* Demonstrated ability to administer and manage a project under the direction of the Project Manager
* Technical competencies in disciplines and be able to describe how this experience provides the foundation for infrastructure project management
* Completed or in process PMP or other project management credentials (Degree in PM)