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# Example of Projects Coordinator Job Description

Our company is looking for a projects 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 projects coordinator

* Keep the Project Manager (PM) and others informed about project status and issues that may negatively impact client relations
* Attend project meetings and assist with determination of project requirements
* Participate in project start-up meetings with the client, design team, and contractors
* Use project scheduling and control tools to monitor project plans, work hours, budgets and expenditures
* Review field inspection reports from Consultants throughout the lifecycle of the project
* Draft weekly and monthly reports for the clients
* Assist the PM in the issuance of requests for proposals, (RFP), tenders, or other procurement methods
* Issue Contracts, Letters of Intent, Purchase Orders, Maintain Contract Execution Tracking Log
* Review and track Consultant, Suppliers, and Contractor progress claims for billing purposes
* Ensure that all insurances are in place, up to date, and made out correctly

## Qualifications for projects coordinator

* Bachelor’s degree with 0-2 years’ experience and demonstrated leadership ability
* 6+ years administrative assistant experience with experience working in a coordinator type role
* Experience with organizing team events (or large, off-site events) • Responsive to deadlines and able to prioritize multiple tasks
* Field requests in a friendly, professional manner with the ability to answer requests and assist with problem resolution
* Demonstrated self-motivator and proactive in managing long-term or on-going development projects in balance with daily routine
* Responsible for accurate and timely document production • Ability to manage and handle sensitive financial information