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# Example of Services Project Coordinator Job Description

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

## Responsibilities for services project coordinator

* Track engagements, proposals and offerings
* Coordinate stakeholder meetings, visits and briefings
* Manage the TSS stakeholder map, and plan stakeholder engagement activities
* Maintain and develop the database of case studies
* Manage cadence of TSS account teams, track account actions and account development plans
* Preparation of Installation Checklist based on input from Project Engineers
* Preparation of Commissioning Reports based on input from Project Engineers
* Compilation of O&M Manual based on input from Project Engineers
* Compilation of Training Manual based on input from Project Engineers
* Assist Project Engineers in preparation of Material Requisitions

## Qualifications for services project coordinator

* Strong, demonstrated business consulting/improvement skills
* Regular sitting for extended periods of time and may require occasional travel
* Requires at least two years of related experience
* Experience with photo licensing, grants, or contracts
* Previous experience using Microsoft Office with emphasis on Excel
* Must have working knowledge of desktop publishing programs on a Macintosh