Downloaded from <https://www.velvetjobs.com/job-descriptions/special-projects-coordinator>

# Example of Special Projects Coordinator Job Description

Our company is growing rapidly and is searching for experienced candidates for the position of special projects coordinator. To join our growing team, please review the list of responsibilities and qualifications.

## Responsibilities for special projects coordinator

* Maintain department email and answer admissions questions as appropriate
* Communicate with current students, faculty and staff as needed through the application process
* Maintain inventory of office supplies and order supplies as needed
* Comprehensive knowledge of construction and development projects
* Basic knowledge of retail industry would be ideal
* Responsible for maintaining and updating prototype BOM’s with part tracking information gathered from different PMT areas (Engineering, MP&L, Purchasing, and Finance)
* Assist the Prototype Properties Leader and take an active part in the creation of prototype bills of materials / Open to Go documents for prototype vehicle builds
* Work with the Engineering & Purchasing teams to coordinate the supply of prototype and production parts into the business from suppliers both internal & external
* Track parts via the BOM for specific builds using purchase order information (order numbers, timing, quantities etc)
* Change-manage the BOM updating with adds/deletes as they arise

## Qualifications for special projects coordinator

* Some familiarity with project management approaches, tools and phases of the project lifecycle
* 1 year of communication experience, ideally in an “in-house” role
* Minimum of 3 years of military experience with service in Iraq or Afghanistan preferred but not required
* Must have honorable discharge (proof of DD214 required)
* Reliable transportation required as travel is throughout New England with some nights and weekends
* Excellent communication skills including public speaking skills to include speaking to large audiences