



Example of Coordinator, Project Job Description

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

Responsibilities for coordinator, project

- Help preparing new store projects for approval
- Create checklists, record and organize all information gathered
- Present and distribute information to Sales Team, Retail Development Team, RLSD and Wholesale Clients
- Creating Purchase orders, Payment Requests and following of payment process
- Gathering and organizing Proformas, Invoices, Packing lists, and Commercial Invoices
- Coordinate pick-ups from Freight Forwarders
- Coordinate all stages of importation/exportation process with Vendors/Clients/RLA internal departments
- Monitor Millworker construction process from start to corner installation
- Review of completed corners and creation of Corner Visit Reports
- Participate/lead projects when needed

Qualifications for coordinator, project

- Ability to work well with all levels of leadership inside and outside of the organization
- 3 – 5 years in a similar capacity, preferably for a large organization or financial institution
- Two or more years experience with post production and/or broadcast operations preferred
- Solid technical background and working knowledge of post-production,

- Ability to liaise with and influence internal and external parties to complete projects on time
- Project management experience of at least 2 years in similar role or closely related role