



Example of Coordinator, Project Job Description

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Our innovative and growing company is looking to fill the role of coordinator, project. 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 coordinator, project

- Communicating and calendaring known Company events such as regularly scheduled Company meetings during which times key operations and staff personnel are not available
 - Maintaining common document repositories and coordinating secured access to project documentation
 - Establishing a common document repository for project deliverables and working documents, and granting and maintaining access
 - Establishing file-naming conventions for easy access, storage and retrieval of project documentation
 - Maintaining master copies of project status reports at different levels and master copy of standard project presentations for use by project management
 - Assisting in the creation and distribution of project communication
 - Assisting the communication team with the creation and distribution of external and internal project communication such as status reports, meeting minutes, newsletters
 - Processing requests network access, security key access, phone connections, desk space, laptops, etc for project team members
 - Maintaining a detailed project schedule which includes administrative tasks and all sites involved in the project
 - Coordinating meetings, including travel arrangements
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- Well organised with a structured approach
- Ability to act as an efficient and proactive point person between internal and external parties
- Ability to maintain workflow without supervision
- Some understanding/experience relating to chemicals and packaging components
- Business acumen in multiple functions
- Maintaining Project Managers calendars