



Example of Coordinator, Project Job Description

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Our company is growing rapidly and is searching for experienced candidates for the position of coordinator, project. We appreciate you taking the time to review the list of qualifications and to apply for the position. If you don't fill all of the qualifications, you may still be considered depending on your level of experience.

Responsibilities for coordinator, project

- Assist with claims administration and management under the guidance of the Human Resources Manager and EHS Manager
- Schedule all Hearing Tests
- Maintain communication boards
- Participate and assist with all social events, such as BBQ's, Employee Lunches, Team building activities
- Assists with administrative functions related to the HR department such as handling incoming phone calls, review/sort/respond to incoming correspondence and filing
- Assist in preparation of presentation material for regular management / HR meetings
- Prepare documents as needed
- Provide support to the HSE Manager with all administrative tasks, including preparation of requisitions, special projects and filing
- Provide reception relief when required
- Ensure compliance with TS16949 and ISO14001 by adhering to work instructions and maintaining accurate records

Qualifications for coordinator, project

- Must have the ability to consistently meet deliverable deadlines in a timely, responsive manner

- Clear and positive communicator, developing solid relationships throughout WBSF and across divisions within WB
- Must have the ability to contribute new ideas
- Ability to work in a fast-paced environment and prioritize work to meet specific deadlines required
- Other Miscellaneous duties and projects as assigned by the Human Resources Manager