



## Example of Implementation Coordinator Job Description

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Our company is growing rapidly and is searching for experienced candidates for the position of implementation coordinator. 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 implementation coordinator

- Assist Project Managers/Program Managers on specific Project assignments
- Coordinate the administrative tasks related to Wireless/Wireline network changes - the implementation of Voice and Data Services initiatives/activities on the Wireless and Wireline Networks moves, additions and changes on the associated Network elements and platforms
- Actively work with vendors to ensure professional services deliverables meet overall program/Project requirements
- Provide Core Voice and Data Services Capital Investment Program Budget consolidation, analysis, reporting and communication
- Compile and communicate Project/Program Status reports and decks to Network and Business stakeholders
- Monitor and track the project milestones to accurately reflect project status
- Perform risk and Conflict assessment and support technical and TAC resources conflict resolution
- Act as interface towards Operation groups and Quantify availability of resources to accommodate Project/Program scheduled activities
- Act as interface towards SQA, IT and FOPS/NI and coordinate availability and scheduling of resources to accommodate Project/Program scheduled activities
- Act as interface towards Change Management to ensure that NCTs and

## Qualifications for implementation coordinator

- Four-year degree from accredited college or university preferred but not required
- Ability to manage a flexible work schedule
- Overtime may be required to meet project deadlines
- Excellent in country payroll implementation experience
- Project coordination experience within a corporate environment coordinating multiple teams with constant deadlines and driving project processes
- Strong written and in-person communication using clear, simple language that all stakeholders can understand