



Example of Implementation Coordinator Job Description

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Our company is growing rapidly and is hiring for an implementation coordinator. Thank you in advance for taking a look at the list of responsibilities and qualifications. We look forward to reviewing your resume.

Responsibilities for implementation coordinator

- Coordinate Work Order / Work Tickets implementation with Engineering and Operations groups/primes
- Intermediate understanding of Visual Basic to develop Macros for Departmental requirements
- Organizing implementations while making sure that all pre-requisites have been met and a suitable technical resource is being assigned
- Organizing and managing all requests from Account, Implementation or Project Managers on a daily basis
- Making sure that the allotted times and resources meet the pre-requisite guidelines
- Finding ways to fill in last minute requests or changes by re-assigning resources or dates
- Managing implementation records to accurately depict the flow of resources for each project
- Assessing/evaluating implementation needs through correspondence with Account, Implementation or Project Managers
- Manage scheduling for internal and external resource groups
- Handle the initial client contact

Qualifications for implementation coordinator

- Strong organizational and coordination skills and attention to detail along

- Formal training in process and/or project management methodology a plus
- 5+ years strong experience using MS Office tools and products (Outlook
- Knowledge of PNNL and DOE policies and procedures
- Incumbent must be able to develop solutions to a wide range of challenges which may require creativity, identify improvements/efficiency opportunities, and identify potential issues impacting project execution
- Must be able to demonstrate sound judgment in executing and customizing the selected methods and techniques for obtaining solutions with minimal oversight