Our company is hiring for an IT project coordinator. If you are looking for an exciting place to work, please take a look at the list of qualifications below.

Responsibilities for IT project coordinator

- Gathering detailed technical requirements for ServiceExchange platform enhancements
- Interviewing process and application owners, including business & IT subject matter experts, service owners, and consultants
- Reviewing requirements with the Development team and obtaining approval that all necessary information has been provided
- Collaborate with Development teams to understand what information is needed to complete solution designs
- Collaborate with Data and platform Architects to understand the needs and objectives of business units that IT projects must enable
- Create Integration Spec documents
- Create and manage configurations for HCM
- Assist in maintaining the interfaces between Core HCM, Benefits and Time with the various service providers
- Act as a subject matter expert in cross-functional teams to provide recommendations
- Participate in various testing cycles

Qualifications for IT project coordinator

- 2+ years as an IT project coordinator, auditor, system analyst, network security administrator or IT infrastructure engineer
- Frequently sit, perform desk based computer tasks, and grasp lightly/fine manipulation and lift/carry/push/pull objects that weigh up to 10 pounds

- Rarely use a telephone, kneel, crawl, climb ladders, twist/bend/stoop/squat, reach/work above shoulder, grasp forcefully
- PMP certification or other project management credentials (certificate in PM)
- Bachelor Degree with 1+ year professional experience coordinating software development projects OR High School Diploma/GED plus 3+ years' professional experience coordinating software development projects