



Example of Project Coordinator / Analyst Job Description

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

- Update customer data based on accordingly requirement
- Assist team in other administrative or audit side projects as required
- Closely communication with consultants to ensure timely and accurately delivery of projects
- You will play a key role in supporting the Project Managers within a programme of multiple projects for their high profile customers
- Fulfillment of the client business requirements and adherence to the approved project scope and budget
- Able to ensure high quality deliverables referenced in the project schedule, maintaining adherence to delivery best practices
- Consistently exhibit a professional demeanor
- Support the project managers to ensure work is delivered in an efficient and timely manner
- Coordinate communication between project managers, engineers, the customer and third party vendors
- Create concise, thorough and clear business requirement documentation such as BRDs, FRDs, Gap Analysis

Qualifications for project coordinator / analyst

- Excel (Table Formatting, Charting, Pivot Tables, Vlookup function, Filters)

- Must meet minimum time experience requirement as shown above in project coordinator
- Experience in coordinating multiple projects and a demonstrated proven ability with a high degree of performance
- Strong computer skills, with specific need for expertise in Excel, Powerpoint and Visio/iGrafxSelf-starter – able to independently conduct information and data gathering and assess and drive the execution of related action steps, is preferred
- Project Management Certification, ideally Prince2 Foundation