



Example of Project Management Coordinator Job Description

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Our company is growing rapidly and is looking to fill the role of project management coordinator. 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 project management coordinator

- Co-Develop detailed project plans to monitor and track progress
- Support the creation and maintenance of comprehensive project documentation
- Identify opportunities to achieve productivity, quality, and service improvements in-line with business priorities and targeted financial improvements
- Drive metrics/reporting process review and improvement
- Act as a department representative for compliance-wide metrics & reporting enhancement efforts
- Provide administrative support to the Global Real Estate & Facilities team with scheduling meetings, request for proposals from vendors, budgeting process, project binders, project files
- Create and maintain internal reports such as capacity reports, Global Contact List
- Coordinate project plans and specific milestones with external entities (DHH contractors, other State Agencies,) as needed to ensure the success of projects with non-UNO/Medicaid dependencies
- Project and Manage projects/campaigns through a standardize end-to-end process
- Develop project plans, coordinate project meetings, created project reporting

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- Proficiency in one Scandinavian language will be an advantage
 - Commitment to process delivery, improvement and governance
 - Interest for the IT and railway fields
 - Organizer of department technical design reviews
 - Manages the capture of actions and minutes and administers follow-up and closure
 - Agenda management for technical reviews, technology discussion forums and team events