



# Example of Services Project Coordinator Job Description

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

## Responsibilities for services project coordinator

- Track engagements, proposals and offerings
- Coordinate stakeholder meetings, visits and briefings
- Manage the TSS stakeholder map, and plan stakeholder engagement activities
- Maintain and develop the database of case studies
- Manage cadence of TSS account teams, track account actions and account development plans
- Preparation of Installation Checklist based on input from Project Engineers
- Preparation of Commissioning Reports based on input from Project Engineers
- Compilation of O&M Manual based on input from Project Engineers
- Compilation of Training Manual based on input from Project Engineers
- Assist Project Engineers in preparation of Material Requisitions

## Qualifications for services project coordinator

- Strong, demonstrated business consulting/improvement skills
- Regular sitting for extended periods of time and may require occasional travel
- Requires at least two years of related experience
- Experience with photo licensing, grants, or contracts
- Previous experience using Microsoft Office with emphasis on Excel
- Must have working knowledge of desktop publishing programs on a

