



## Example of Temporary Project Coordinator Job Description

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Our innovative and growing company is searching for experienced candidates for the position of temporary project 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 temporary project coordinator

- Become familiar with terms and conditions of Management Agreement for each property, and scope of contracted responsibilities
- Support staff responsible for specific sites or properties to identify requirements, estimate costs, prepare schedules, and coordinate completion of required work
- Participate in building evaluations (due diligence reviews) and assist with preparation of physical audit reports
- Review requisitions, change orders, payment applications, and other invoices associated with the project
- Perform related assignments as required in the daily operation of the group
- Manage vendor budget estimation and tracking Work closely with New Business, Project Management and Account team leads
- Staff incoming projects (won) within the creative team Identify resource gaps and initiate external resource searches as needed
- Serve as a point-of-contact to internal resources and internal departments for day-to-day activities as assigned
- Provide support for Iowa based customer meeting planning and business unit events
- Be able to work to document communications, agendas, minutes, track budgets, and use other systems to perform assigned tasks

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- Functional knowledge of share point system is a plus
  - Ability to manage multiple, conflicting priorities, and work in a fast-paced, ever changing environment
  - Experience providing customer service involving complex issues
  - Effective verbal/written communication including strong listening skills
  - Excellent verbal and written communication skills preferred, with ability to get customers to the right resource quickly and patiently
  - Looking for a high energy team player