

Project Coordinator Job Description

The suggested **Project Coordinator Job Description** will ease your search for a real talent in this field. Since the specifics of this position differ from company to company, our template may have certain discrepancies with your company's objectives. Though, you can easily customize the sample for your organization and use it for a career page.

Project Coordinator Duties

Project coordination is considered to be a subdivision of project management. Even though these jobs are often confused, the core project coordinator duties differ from those of PM. Since project teams often need coordination of duties, equipment, data, and resources, the project coordinator ensures these processes are running without a hitch. Also, project coordinators must handle scheduling. They are responsible for all the paperwork, including legal documents, project schedules, responsibility lists, etc. Nevertheless, if any coordination issue cannot be resolved, it is elevated to a PM.

Project Coordinator Responsibilities

Basically, project coordinator job implies developing strategies to control the lifecycle of the project and make them progress smoothly. Since the previous paragraph may provide just a scarce understanding of the project coordinator responsibilities, this list will help you gain the in-depth picture of a job:

- Ensure that duties, equipment, data, and resources align with each other
- Keep in touch with customers to define project requirements, volume, and goals
- Ensure the project lives up to customers' expectations
- Assist in project planning, scheduling, and budgeting
- Follow up on project's progress, resolve any problems that arise
- Report adequately on project status
- Keep tabs on working hours, budget, and plans, using PM tools
- File all appropriate documents; create comprehensive project documentation
- Update job knowledge
- Schedule and attend meetings, making reports on them
- Monitor work performance

Project Coordinator Requirements

- At least Bachelor's degree in the related major, which is not always necessary
- Experience in the related field is a must in some companies
- Experience in working under the direction of a [project manager](#) is an additional advantage
- Solid Microsoft Office competence
- Profound knowledge of project management tools
- PMP or Prince II certification is beneficial

Project Coordinator Key Skills

- Excellent communication skills, written and verbal: project coordination often implies interaction with customers, team members, and the upper management
- Decent leadership abilities to allocate assignments, motivate team members, etc.
- Multitasking skills, ability to work under pressure
- Analytical, problem-solving, and decision-making skills
- Ability to handle deadlines and avoid schedule conflicts