

PROJECT COORDINATOR

GENERAL JOB DESCRIPTION:

Generate project report packages to inform stakeholders of schedule status and any project issues. Typical reports include Gantt charts (e.g., critical path, responsibility, early start, and phase) that display the project schedule graphically; tabular reports (e.g., update and look ahead) that provide project schedule information in text format; and network diagrams showing project precedence relationships.

WORK EXPERIENCE REQUIREMENTS:

Two or more years of project-related experience.

Experience in the use of one or more industry-standard project management software systems (e.g., Primavera P3, P3e, SureTrak, and MS Project) and in the use of Microsoft Office applications (e.g., Word, Excel, and PowerPoint)

EDUCATION REQUIREMENTS:

Bachelors degree is required, and a technical or business focus (e.g., Engineering, Business, or Business Administration) is preferred.

PMAlliance's Project Management Training is required but will be provided upon hiring.

Certification by the Project Management Institute (PMI) as a Project Management Professional® or Certified Associated in Project Management® is required but can be attained during the first year of employment.

ATTRIBUTES:

Good listening and analytical skills.

Professional oral and written communication skills.

Excellent people skills and the ability to work as a highly motivated team player.

Ability to multitask effectively.

