

Project Coordinator Job Description

Key Function:

As a member of our delivery services program, the key function of the Project Coordinator is to analyze and pro-actively manage the administrative tasks for the project managers and team members. The main outcome will be to ensure the client projects are progressing smoothly, on time and to budget.

General Accountability and Responsibilities:

- Accountable for coordinating project plans and schedules while ensuring that the project delivery team performs activities to meet milestones, contract and cost objectives.
- Assists and supports Project Managers on assigned projects day-to-day basis.
- Key responsibilities involve:
 - Maintaining project documentation, such as plans and reports;
 - Assigning tasks and controlling schedules;
 - Facilitating project requirement, use-case, implementation and testing sessions;
 - Drafting decision summaries in consultation with team members;
 - Communicating the project's progress to team members and other stakeholders;
 - Organizing meetings and issuing meeting minutes; tracking and communicating project risks and issues;
 - Requesting and reviewing vendor quotes and issuing Purchase Orders;
 - Actively evaluating for ways to increase project's profitability and reduction of expenses;
 - Reporting on the project's budget and handling financial queries; and,
 - Other activities as directed by the supervisor.
- It is desired that the Project Coordinator has IT infrastructure and cybersecurity experience.
- Project Coordinator is also expected to work within the established project execution framework.

Key Skillsets:

- Active team player with strong verbal, written, organizational, documentation, presentation skills.
- Demonstrates initiative and responsibility for individual performance to get the work done under direct supervision.
- Uses independent judgment in completing tasks and meeting deadlines and manages occasional priority changes.
- Analytical thinker with the ability to understand difficulties or issues, visualize them, analyze them, and then resolve them. This also includes proficient research skills, logical thinking, and presentation skills. A strong background with different analytical techniques including Interface Analysis, Feasibility Analysis, and SWOT Analysis is preferred.
- Effective Problem-solver capable of studying the problem, analyzing the available options, and then suggesting the best choice. Ability to observe a problem from different angles within the business, including a target user and that of a technical expert.
- Listens carefully and asks appropriate questions; and delivers information in a clear, concise, and positive manner.
- Supports the vision and direction provided; and accepts feedback in a constructive manner.
- Demonstrates keen interest in learning new processes, technologies, and new methods to solving problems on assigned work
- Completes assigned tasks in a timely and efficient manner.
- Performs assigned tasks with reliability, honesty, and discretion.
- Follows through on commitments and meets assigned deadlines.
- Establishes priorities and uses available resources effectively in own work.
- Seeks and accepts additional responsibilities under general supervision.
- Evaluates available resources and recommends most efficient uses.
- Demonstrates ability to carry out sensitive tasks with discretion and confidentiality.

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- Sets, clarifies and monitors workload progress.
- Anticipates and responds to project risks and issues.
- Displays control and flexibility in ambiguous or stressful situations.
- Flexible to work in dynamic work environment with changing priorities and scope.
- Identifies options and makes recommendations to meet competing needs.
- Intermediate to advance knowledge of Microsoft Suite including Word, Excel, Power BI, Visio.
- Takes initiative, responsibility and risks to meet goals by volunteering for additional duties and assignments.

Main Requirements:

- Bachelor's degree in Actuarial Science, Business Analytics, Computer Science, or Engineering with GPA of 3.5 and above.
- Experience of 2-7 years of project related support and financial reporting experience.
- Physically located in Calgary (Alberta) and able to commute and work in downtown or as advised.
- IT, field engineering and construction, digital physical security and cybersecurity background an asset.
- Business Analysis, Project Controls, Project Management certifications preferred.

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