

POSITION TITLE: Electrical Project Coordinator
DEPARTMENT: Operations
JOB TYPE: Full Time
REPORTS TO: Project Program Manager

FUNCTION

WORKING ENVIRONMENT:

· **General Office** – Work is generally performed within an office environment, with standard office equipment. Lighting and temperature are adequate and there are no hazardous or unpleasant conditions caused by noise, dust, etc.

PHYSICAL REQUIREMENTS:

· Work is generally sedentary in nature but may require standing and walking for up to 10% of the time as the project may require.

RESPONSIBILITIES

- Supports projects team by coordinating, participating, and managing project management documentation.
- Maintains action item tracking to ensure reply and action.
- Assists with development, planning, and execution of meeting agendas and distributes materials.
- Monitors project execution aspects to ensure contribution by team members.
- Assists with identifying potential bottlenecks in processes and works with management team to resolve issues.
- Prepares progress reports.
- Performs incidental project management including planning, research, analysis and implementation of deliverables, and action items.

EDUCATION/EXPERIENCE

2 years technical education at an accredited post high school institution whose primary focus is in Microsoft Word, Excel, and Adobe platforms is desired.

SKILLS/REQUIREMENTS:

- Problem-solving skills and the ability to analyze workflow/processes.
- Adept at conducting research into project-related issues.
- Ability to effectively prioritize and execute tasks.
- Strong written and verbal communication skills.
- Strong computer skills.