

## Summary

The Project Coordinator is the key position in the tracking and coordination of multiple deliverables for multiple sites on a project. Duties include maintaining document control, database management, coordination and tracking of project activities. Coordinator is responsible for maintaining the project schedule and ensuring the project goals are met. Inter and intra department communication is critical to the success of this position.

## Reports to

Director of Real Estate

## Essential Job Functions

- Responsible for tracking of project deliverables by interfacing with the project staff to ensure timely, real-time status
- Work closely with the PM to ensure the project progress is on schedule
- Prepare status reports for management, client, project personnel, and/or others
- Update and modify schedules or plans as requested
- Responsible for maintaining a filing system that documents all project activity. Filing system is essential to project success and close out
- Participate in project meetings, take efficient and reliable notes, and send out action items to the project staff
- Track and coordinate email communication
- Contribute ideas to the Project Management to help improve the project
- Other duties as assigned

## Requirements

- Bachelor's Degree preferred
- Intermediate to expert level proficiency with the entire Microsoft Office Suite
- Experience in the wireless telecommunications industry preferred
- Valid US drivers license

## Knowledge, Skills and Abilities

- Ability to travel as required
- Strong attention to detail and ability to multitask
- Strong business writing and communication skills
- Excellent interpersonal and problem-solving skills
- Independent work style and ability to thrive in a fast paced and changing environment
- High level of professionalism and ability to maintain confidentiality
- Proven ability to follow-through with tasks to completion

## Working Conditions

- Approximately 95% of time spent in office utilizing a computer workstation with 5% of the time moving about an office
- Lifting requirements not to exceed 20lbs (drawings, code books, filings, etc.).