

# Project Coordinator- Telecommunication

We are seeking an organized and meticulous individual to join us as a Project Coordinator.

## **The Job:**

Reporting to the Project Manager, you will be part of the project execution team, supporting a variety of offshore and onshore energy projects. You will assist in planning, documentation, logistics coordination, and ensure the smooth flow of communication between all parties involved in the project.

## **Tasks include:**

- Project Support: Assist the Project Manager in day-to-day execution, scheduling, and monitoring of project progress.
- Coordination: Facilitate communication among internal team members, suppliers, and clients.
- Documentation: Prepare, maintain, and update key project documentation, including progress reports, trackers, schedules, and meeting minutes.
- Procurement & Logistics: Coordinate purchase requisitions, equipment delivery schedules, and track materials to support smooth project execution.
- Follow-up & Tracking: Monitor project deadlines, deliverables, and action items to ensure timely completion and team accountability.
- Meeting Coordination: Organize and coordinate project meetings, take minutes of meetings (MoMs), and follow up on action items with all stakeholders.
- Other Duties: Perform other project-related assignments as required.

## **Professional qualifications:**

- Diploma or Degree in Engineering, Business, Project Management, or a related discipline
- Proficient in Microsoft Office tools, especially Excel, Word, and PowerPoint
- Strong organizational, analytical, and communication skills
- Fluent in English, both spoken and written

## **Personal competences:**

- Meticulous and structured in handling complex coordination
- Proactive and self-motivated with the ability to manage multiple priorities and deadlines
- Strong sense of ownership and accountability
- Team player with good communication skills in English.