

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.