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| Job Title: | Project Coordinator | Job Category: |  |
| Department/Group: | ATL - AIM Aviation Services | Job Code/ Req#: | 62634 |
| Location: | Hybrid  **Address**  6000 North Terminal Parkway Atlanta, Georgia 30320 | Travel Required: |  |
| Level/Salary Range: | $30/hr on C2C | Position Type: | Contract |
| Duration | 05/06/2024 - 12/31/2024 | Date Posted: | 04/25/2024 |
| Expenses Allowed | Yes | Posting Expires: | 04/29/2024 |
| **Quantity Requested** | 1 | Send Resumes to | resumes@taurusbiz.com |
| **Schedule:** | | | | |
| **Days**  Monday Yes Tuesday Yes Wednesday Yes Thursday Yes Friday Yes Saturday No Sunday No  **Hours/Day**  8  **Time Zone**  EST  **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  **Shifts Start Time End Time Description Active**    Shift 1 8:15AM 5:00PM Yes \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  **Description**  Department of Aviation is seeking a project coordinator.  To manage and coordinate the IT Governance project intake process.  **General Description and Classification Standards**  Duties and Responsibilities: Coordinates IT project related activities that support project governance for  onboarding of new projects, managing project updates, and status reporting. Ensures company resources are  utilized appropriately. Manages the monthly preparation and support to all governance board meetings.  Compiles project status reports, coordinates project schedules, manages project review board meetings, and  identifies and resolves technical problems. Coordinates project activities and ensures all project phases are  documented appropriately. Familiar with standard concepts, practices, and procedures within the Project  Management field. Relies on experience and judgment to plan and accomplish goals. Performs a variety of  tasks. A degree of creativity and latitude is required. Typically reports to a supervisor or manager  **Main Responsibilities:**  · Provide analytical and administrative support to Manager in executing assigned projects.  · Monitor project progress and success [assess risks and hazards to the success of the project and take  appropriate measures for avoidance-issues and risks log].  · Document project progress [project file, project log, stage gates].  · Present and document interim results, cooperate with management, customers, project review boards and  steering committees.  · Manage and set up for all Governance Board Meetings (PRB, ARB and Steering Committees).  · Assess potential issues and accordingly develop resolutions.  · Interact with various teams to coordinate project activities.  · Maintains continuity of work operations by documenting and communicating needed actions to management;  discovering irregularities; determining continuing needs Assist in project design and development activities.  · Work with Manager in change order management, project tracking and document control activities.  · Attend project meetings and follow-up with outstanding tasks.  · Develop project reports for management and clients.  · Analyze and resolve project issues in a timely and accurate manner.  · Oversee project correspondences and prepare and review project related emails, letters, proposals, memos,  meeting minutes and other documents.  · Review contract requirements and process invoices in timely manner working with the AIM business office.  · Hand over project results, draw up final project report.  **Experience/Requirements**  Well qualified candidates will have the following skills and experience: 3-5 years of experience in the same  or similar position (recent project coordinator - administrative coordinator position and/or training). Strong  written and verbal communication skills, organizational skills, strong leadership skills, ability to manage a  diverse workload, ability to track and monitor multiple work activities, ability to direct and lead the work of  others, highly accountable to assigned work - producing high quality deliverables and meeting deadlines.  Entry level knowledge of MS Project Professional and SharePoint. Entry level knowledge of project  management practices. | | | | | |
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| Reviewed By: | Swathi G | Date: | 04/25/2024 |
| Approved By: | Ram S | Date: | 04/25/2024 |
| Last Updated By: | Swathi G | Date/Time: | 04/25/2024 |