

## Job Description

**Job Title:** Project Coordinator

**Reports to:** Programme Manager

**Responsible for (people or teams):** N/A

**Job Summary:** Provide support to the Programme Managers, with oversight of projects from start to finish, ensuring they are running smoothly on time and to budget.

### Responsibilities

- Coordinate with key stakeholders to ensure client expectations are met
- Accurate and timely collation of data, to create and distribute client progress packs in line with management requirements
- Provide administrative or technical support to management and clients when required
- Attend and prepare for client meetings as required (on and off site). Produce agendas, complete meeting minutes and report back to the Programme Manager
- Ensure project documentation is updated in a timely manner as required by the Programme Manager
- Carry out any other administrative duties which may be required to support Recordsure business
- Carry out Project specific tasks as required by the Programme Manager
- Engage in team stand ups and ensure actions are chased
- Work closely with other area of the organisation to support service delivery

### Qualifications

- Aptitude to study for PRINCE2 or Project Management examinations

### Knowledge, Skills and Experience

- Previous experience within a project coordinator or administrator role working on end-to-end projects
- Excellent communication and interpersonal skills to manage correspondence and face to face or telephone communication with internal teams and external clients
- Excellent verbal and written communication skills
- Excellent organisational and time management skills
- Excellent attention to detail and accuracy
- Team player
- Ability to work on own initiative and able to make suggestions to improve results
- Good knowledge of Microsoft office programmes - Excel, Word, PowerPoint and Project
- Understanding of data protection and IT security
- Strong leadership skills
- Ability to prepare presentations and product demonstrations
- Strong competency in IT
- Confidence to seek clarification on tasks and challenge as appropriate