

Senior Project Coordinator Job Description

Our company is growing rapidly and is looking to fill the role of senior project coordinator. Thank you in advance for taking a look at the list of responsibilities and qualifications. We look forward to reviewing your resume.

Responsibilities for senior project coordinator

- Basic production control responsibilities
- Report on the status of project administration
- Coordinate and track all information, communications, documents, materials and supplies for assigned projects
- Identify and escalate discrepancies in project tracking data, timesheet coding, expense data billing etc
- Assist in the training and orienting of more junior project support staff
- May perform assigned administrative tasks to support team members with project execution
- Partnering with Marketing to determine project objective, scope and specifications
- Planning project schedule / timeline in order to meet deadlines
- Trafficking projects through deliver
- Anticipating / identifying roadblocks ahead of time and offering solutions to ensure adherence to the workflow

Qualifications for senior project coordinator

- Manage project timelines and follow-up for proposals to ensure input from operational areas and completion of proposals
- Format documents using templates and styles to assist other team members
- Coordinate document production and shipping efforts to assist other team members
- Manage ad hoc communication, questionnaires, and presentations
- Shadow senior writers and project managers on larger, more complex proposals, providing support as needed
- Manage Corrective Action Reports (CARs) assigned to the Program and drive CARs through to resolution

Senior Project Coordinator

Lei Shi



Senior Project Coordinator:

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