

PROJECT COORDINATOR



Job Description

Our growing company is seeking to hire a Project Coordinator who will be in charge of assisting our Project Executive in organizing our ongoing projects. This task involves monitoring project plans, schedules, data works, training and participating in project meetings, and ensuring that project deadlines are met in a timely manner.

To be successful as a Project Coordinator, you will need to be able to work on tight deadlines, be competent in using Microsoft Office applications such as Word, Excel, Project, Power Point, Visio, Outlook and have exceptional verbal, written, and presentation skills. A Diploma or Bachelor's Degree in a related field of study and at least three (3) years of relevant experience is required for consideration.

Responsibilities:

- Maintaining and monitoring project plans, project schedules and data works
- Organizing, attending and participating in project meetings.
- Documenting and following up on important actions and decisions from meetings.
- Preparing necessary presentation materials for meetings.
- Ensuring project deadlines are met.
- Undertaking project tasks as required.
- Ensuring projects adhere to frameworks and all documentation is maintained appropriately for each project.
- Coordinate the system training to the client if required

Project Coordinator Requirements:

- Diploma/Bachelor degree in business or related field of study.
- One year's experience in related field.
- Exceptional verbal, written and presentation skills.
- Ability to work effectively both independently and as part of a team.
- Experience using computers for a variety of tasks.
- Competency in Microsoft applications including Word, Excel, Project, Power Point, Visio and Outlook.
- Knowledge file management, transcription, and other administrative procedures.
- Ability to work on tight deadlines.

Send in your latest resume to hr@cworks.com.my or call in for more info at +603-8082 1678.