

PROJECT COORDINATOR**JOB DESCRIPTION**
FULL-TIME**Company Description :****Alismail Industrial Co. - AIC**

In 1972, ALISMAIL began operations in a modest factory in Dammam, years later, ALISMAIL has become a major manufacturing company due to the remarkable growth it experienced from the start, nowadays Alismail Industrial Co. is now considered one of the biggest and more advanced company, and leader in producing top of the line and quality furniture.

Job Description:

Project coordinators work to assist project managers teams with the coordination of resources, equipment, meetings, and information. They organize projects with the goal of getting them completed on time and within budget.

Minimum Requirements:

- Bachelor's degree in engineering or related field of study.
- Three years of experience in a related field.
- Exceptional verbal, written, and presentation skills.
- Ability to work effectively both independently and as part of a team.
- Competency in Microsoft applications including Word, Excel, and Outlook.
- Knowledge of file management, transcription, and other administrative procedures.
- Ability to work on tight deadlines.

Duties & Responsibilities:

1. Participate in project design meetings and propose improvements if necessary.
2. Evaluate potential problems and technical hitches and develop solutions.
3. Plan and manage team goals, project schedules and new information.
4. Supervise current projects and coordinate all team members to keep workflow on track.
5. Manage project-related paperwork by ensuring all necessary materials are current, properly filed and stored.
6. Direct project correspondences by preparing and reviewing project proposals, memos, meeting minutes and emails.
7. Communicate with clients to identify and define project requirements, scope and objectives.
8. Adhere to budget by monitoring expenses and implementing cost-saving measures