

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.
- Strong leadership skills.
- Strong attention to details and technicalities.
- Excellent organizational and technical skills.
- Good interpersonal and multi-tasking skills.

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
9. Drafting new and improving existing project management office policies and processes.

Language Requirements :

A thorough knowledge of English is required to perform work as described; make clear and concise verbal and written reports; and keep up with technical advancements.

Package :

Basic Salary	:	0000 SAR per month
Allowances	:	--
Housing	:	Provided by ALISMAIL
Medical insurance	:	Provided by ALISMAIL (medical insurance)
Air Ticket	:	Once every 2 years (economy class roundtrip)
Transportation	:	Provided by ALISMAIL
Leave Allowance	:	21 days per year
Leave Service	:	15 days per year

Acceptance

Name :

Date :

Sign :