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## **Project Coordinator, MiB Healthcare Solutions**

Working in the team of senior PM professionals, Project Coordinator will assist with project coordination, project documentation and project tracking in accordance with project management methodologies and processes.

### **Key Responsibilities**

- Supports project managers with creation of various project management documents, including: Agendas, Meeting Minutes, Action items, Business Case, Project Charter, Project Plans, Project Status Reports, Lessons Learned, Closeout Reports and etc.
- Supports project managers with conducting quantitative and qualitative analysis by collecting, analyzing and reporting of data
- Monitors and reports on project budgets by tracking project expenses to determine if allocated funds have been spent as specified
- Performs administrative tasks, including: documentation of meeting minutes, action items, review, and edit of project documentation and formal communication
- Identifies and bring forward Risks and Issues
- Supports integration activities as they relate to planning, development and operational readiness
- Monitors and employs standardized reporting tools such as MS Project and others
- Develops collaborative relationships with all stakeholders
- Performs ad hoc analysis and other tasks as assigned

### **Qualifications**

- Bachelor Degree in Business, IT on any other related field
- Formal education in Project Management and relevant experience
- Previous experience working on a project (Project Coordinator, Project Analyst, and etc.)
- Proficient in the use of Microsoft Office software (Excel, Visio, PowerPoint, Word, Outlook)
- Experience with business process documentation techniques and tools
- Ability to work independently and in a team environment
- Highly developed organizational skills
- Courteous and professional demeanor with exceptional customer service skills
- Excellent communication and business writing skills, an active listener
- Ability to multi-task, work accurately and effectively under pressure, meet deadlines, and remain composed in high-pressure situation