

IT Project Co-ordinator

Job Title: Project Coordinator

Location: Delhi NCR

Employment Type: Full-Time

Job Summary

We are seeking an experienced **Project Coordinator** to join us at the earliest. The candidate will work closely with various cross-functional teams, ensuring seamless communication, timely task completion, and adherence to project milestones as defined. This role demands exceptional organizational skills, stakeholder management, and the ability to thrive in a dynamic, multi-cultural environment.

Roles & Responsibilities

- i. **Project Planning and Coordination:**
 - Support the development of detailed project plans, map out activities, create WBS, assign roles and responsibilities and track KPIs and deliverables.
 - Coordinate with internal and external stakeholders to ensure smooth workflow.
- ii. **Stakeholder Management:**
 - Act as the primary point of contact for communication between internal teams, external partners, and client representatives.
 - Facilitate alignment between internal teams, technical teams, external teams, vendors, and project team.
- iii. **Documentation and Reporting:**
 - Ensure accurate and timely preparation, review, and management of project documentation, including reports, schedules, and meeting minutes.
 - Monitor and track project deliverables and provide regular updates to the project manager.
 - Prepare and submit update reports periodically.
- iv. **Risk and Issue Management:**
 - Identify potential risks and challenges, and coordinate mitigation strategies with relevant stakeholders.
 - Track project issues and follow up to ensure resolution within timelines.
 - Report and document such activities.
- v. **Support for Key Activities:**
 - Assist with activities related to approvals, IT development, testing, and deployment and UAT testing.
 - Ensure the timely collection and organization of inputs from subject matter experts (SMEs), developers, and testers.
- vi. **Communication and Coordination:**
 - Organize and lead project meetings, preparing agendas and documenting action items.
 - Maintain open channels of communication to ensure alignment on project objectives.

Required Qualifications and Skills

- **Education:**
 - Bachelor's degree in Business Administration, Project Management, or related field.
 - PMP certification is a plus.
 - MBA would be a plus

- **Experience:**
 - 3–5 years of experience in project coordination, preferably in IT, airport systems, or large infrastructure projects.
 - Familiarity with project lifecycle phases such as LLD, ICD, ITF, and subsystem testing.
- **Skills:**
 - Excellent communication and interpersonal skills.
 - Strong organizational and time-management abilities.
 - Proficiency in project management tools (e.g., MS Project, Jira, Primavera or similar).
 - Ability to manage multiple stakeholders in a complex project environment.
 - Fluency in English; knowledge of Greek is a plus.