

Project Coordinator

Location: Kitchener, Ontario
Full time

What you'll do:

The project coordinator will be responsible for creating milestone schedules, assisting with project creation plans, assisting with resource estimates, project communications and scheduling. We are seeking a detail-oriented individual that can assist our Project Manager with ensuring that each project is completed effectively and on time.

Responsibilities & Duties:

- Ensure that professional services team has everything needed to achieve project milestones
- Liaising with clients to identify and define project requirements, scope and objectives
- Coordinate project schedules between PS team and customers for delivery
- Assisting PM with analyzing risks and opportunities
- Support daily and monthly tasks of projects
- Documenting minutes, activities, and tasks from project meetings
- Creating project summary reports for management
- Work with Professional Services and Support team to handle project issues as they arise
- Building and cultivating relationships with customers throughout the project

What we're looking for:

Specifically, the ideal candidate should have:

- Ability to manage multiple projects simultaneously while maintaining quality and meeting customer expectations
- Proven work experience as a Project Coordinator or similar role
- Ability to work independently with minimal supervision

London

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Kitchener

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- Demonstrated understanding of project management concepts
- Excellent verbal and written skills
- Strong client-facing and teamwork skills
- Excellent analytic and problem-solving skills
- Candidate working towards CAPM designation is preferred but not required

What's the next step?

Submit your resume to careers@delegopayments.com with subject line **Project Coordinator**.

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