

### Job Description

<b>Job Role</b>	Project Coordinator
<b>Sub Team</b>	SAFE
<b>Location</b>	Delhi
<b>Experience Required</b>	2-3 years
<b>Job Purpose</b>	Technical Project Coordination .
<b>Tags#</b>	#ProjectCoordination #ProjectScheduling #CAPMtrained #PMPtrained #ProjectPlanning #ProjectExecution #CAPMcertified
<b>Skills Required</b>	<ul style="list-style-type: none"><li>● Project planning</li><li>● Project monitoring</li><li>● Project delivery coordination</li><li>● Project management</li><li>● Schedule tracking &amp; management</li><li>● Cost tracking &amp; management</li><li>● Project reporting</li><li>● Customer communication on Project status &amp; reports.</li><li>● Excellent client-facing and internal communication skills.</li><li>● Excellent written and verbal communication skills.</li><li>● Solid organizational skills including attention to detail and multitasking skills.</li></ul>
<b>Education Qualification</b>	Bachelors or Masters in: <ul style="list-style-type: none"><li>● Computer Science</li><li>● Information Technology</li><li>● Computer Application</li></ul>
<b>Age bracket</b>	24-28
<b>Working Conditions</b>	<ul style="list-style-type: none"><li>● Must be competent and flexible</li><li>● Monday to Friday with 1st Saturday working</li></ul>