



VESTA

DESIGN + FABRICATION CENTRE

NATURAL STONE | QUARTZ | PORCELAIN

1202859 Ontario Ltd.

1402 Star Top Road

Ottawa, ON K1B 4V7

Tel: 613-733-9098

A project coordinator will coordinate the schedule, the budget and the issues and risks of the project. It's his/her job to make sure the project is well-organized and that it runs smoothly. This can include communicating with various departments in the organization to make sure everyone is on the same page.

A project coordinator needs to excel in a fast-paced, challenging work environment. There is always something that needs attention, more often many things, so the ideal project coordinator must be comfortable in a stressful atmosphere.

Some responsibilities of a project coordinator include:

- Making sure that your team has the tools they need to execute the project.
- Creating a project schedule, with milestones, due dates and estimates for those materials that are required and other resources, such as team members, which will then be submitted to management for approval.
- Helping with the documentation of each phase of the project, as well as making summary reports that will be presented to the organization's management team.
- Working with team members in the field or on site who have project issues.
- Keeping up the morale of team members and build relationships with them to develop a strong working unit and supporting their impact on the success of a project.

Education background and skills that a project coordinator should have to be eligible for the position are:

- Bachelor's degree in business administration or a related field or equivalent mix of education/experience.
- Current PMP certification by the Project Management Institute.
- Ability to work autonomously, making decisions without too much managerial oversight.
- Understanding of concepts related to the management of a project.
- Knowledge of project management tools currently being used in-house.

If you are looking for your next career, please send your resume to hr@vestamarble.com.