



PROJECT COORDINATOR

BASIC FUNCTION:

The Project Coordinator (PC) manages all aspects of the signage project under the direction of the Project Coordinator Lead communicating with internal departments, external corporate clients and contractors. The PC plans direct and coordinates internal resources to ensure effective delivery of the product to exceed client expectations.

The PC develops the project schedule and manages resources to complete the project on time and on budget.

QUALIFICATION:

- Post-secondary certificate or diploma preferred.
- Minimum 1+ years of work experience in project coordination and /or administrative field
- Energetic team player who works well under pressure in a fast-paced environment and be able to meet tight deadlines.
- Excellent time management, multitasking and organization skills.
- Exceptional attention to detail and a team player.
- Highly proficient in both oral and written English.
- Fluent in Chinese (Mandarin/Cantonese) is an asset
- Proficiency in using MS Office

MAJOR DUTIES:

- Directly working under the Account Executive, and the project management team to ensure signage projects are executed properly and efficiently within each stage of the sales process
- Communicate with internal departments such as design, production, and installation teams to ensure details of signage projects are correct
- Coordinate all relevant project information and schedules with both internal and external contacts to ensure the project is completed on time and within budget constraint.
- Ensure accurate invoicing details and perform invoicing functions upon completion of projects.
- Assist in project tracking and reporting with internal and external contacts while developing skills to read and understand construction drawings in relation to signage scope of work.
- Required education:
- College / University or equivalent