

Job Description – Project Coordinator

Detailed Description

Project Coordination using PMI best practices for PC deployment, and small to medium sized engagements.

Roles and Responsibilities:

- Coordinates internal & external project ramp-up activities, resources, & equipment ETAs with functional managers, the project team & the customers.
- Lead both the internal & external kickoff calls
- Be the Point-of-Contact for inquiries, issues and follow up.
- Visit deployment sites during operations to insure QC, team performance and professionalism.
- Lead weekly project status calls. Document via Meeting Notes
- Basic comprehension of the scopes (SOW)
- Preliminary walk-throughs at work sites

Additional Duties:

- Track equipment orders
- Report on deployments, schedules, and budgets using internal methods
- Evaluates timeline requirements and identifies & obtains required internal engineering resources
- Documenting all project status, meeting notes, project metrics and budget financials
- Creates & utilizes MS Project plans
- Maintains & manages external-facing client project SharePoint portal(s)
- Manages all project closure activities, not limited to closure meetings, post mortems and follow up surveys

Skills and Experience:

- 2-4+ years working within a Technology Value-Added Reseller (VAR) in a technical or administrative capacity.
- CompTIA Project+ certification or other Cisco technology related certification (PMP is preferred but will accept candidates who have a willingness to pass the PMP exam within 24 months)
- Knowledge of Cisco related voice and data technologies – CUCM upgrades and deployments – (Cisco IP Telephony project management experience is a must)
- Knowledge of and/or experience managing projects centered on Data Center solutions (not limited to EMC, NetApp, VMWare, VDI etc...)
- Knowledge in LAN\Infrastructure switch\router and large volume \ enterprise level access point (AP) deployments (this is a must)
- Preferred - MS Project experience
- Preferred - MS SharePoint experience

Minimum Qualifications/Technical and Education Requirements:

Employee Signature

Date

