



Phwint Phyothit



Job Title

Construction Project Coordinator

Job Overview

- Assist the project manager in the development of project management documents such as project budgets, project schedules, scope statements and project plans.
- Execute project management administrative and bookkeeping tasks such as managing invoices, purchase orders and inventory reports, among other financial documents.
- Supervise the project procurement process.
- Meeting with project clients to assess their needs and define project requirements, acceptance criteria and project timelines.
- Coordinate the allocation of project resources to ensure the project team has what's needed at the right time.
- Assign tasks to team members and help them understand what's expected from them in terms of project milestones and deliverables.
- Be the liaison between the project team and project clients throughout the project life cycle.
- Help project managers monitor project progress and team members' performance and provide updates to project stakeholders.
- Schedule stakeholder meetings, document and generate reports.
- Foster cross-team collaboration to help project team members complete project tasks and produce deliverables.

Responsibilities and Duties

- Monitoring project progress and creating project status reports for project managers and stakeholders.
- Assisting with resource scheduling so that team members have the resources they need to complete their tasks.
- Scheduling stakeholder meetings and facilitating communication between the project manager and stakeholders throughout the project life cycle.
- Managing project management documents such as the project plan, budget, schedule or scope statement, as directed by the project manager.
- Executing a variety of project management administrative tasks such as billing and bookkeeping.
- Support team members when implementing risk management strategies

Candidates are encouraged to apply this position to hr@phwintphyothit.com with the following information in the resume.

- Work experiences and job responsibilities
- Current and Expected salary
- Reason for leaving
- Date of availability
- Education background