



Phwint Phyo Thit



Phwint Phyo Thit Company Limited

Ye' Dagun Taung City Project

Job Title

Construction Project Coordinator(Civil & MEP)

Reports To

Construction Project Coordinator typically report to Department Director, Project Manager and assist Management Team Leader. Department Director or Project Manager to provide them updates on the progress of certain elements of a project. If the Construction Project Coordinator faces any challenges with certain departments or with completing a certain section of a project, they'll report this to the Department Director or Project Manager, who will provide them with guidance support regarding how to overcome the issue.

Construction Project Coordinator is often assigned certain responsibilities for each project and will receive feedback from Project Managers on ways to improve their performance.

Job Overview

A construction project coordinator is a member of the project management team who supports project managers by overseeing administrative tasks, communicating with stakeholders and ensuring resource availability for the project team.

The construction project coordinator coordinates the schedule, budget, issues and risks of the project, and the job to ensure the project management framework 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.

Responsibilities and Duties

- 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.
- Working cooperatively with project managers to eliminate blockers.
- Overseeing and monitoring construction project progress and tackling any issues that may arise.
- Seeking and issuing appropriate legal paperwork such as contracts and terms of the agreement.
- Ensuring that all standards and requirements are met by conducting quality assurance tests.
- Monitoring the project budget and managing costs by negotiating with vendors to obtain favorable pricing on supplies and services.
- 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.



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Education & Qualifications

- Bachelor's degree in civil engineering, management, business administration, or a related field.
- Project management certifications: Certified Associate in Project Management (CAPM), project management professional (PMP) or similar.
- Working knowledge of project management software.
- Proficiency with Microsoft Office, Microsoft Project.

Skills & Experiences

- Ability to prepare and interpret flowcharts, schedules, and gradual action plans
- Good communication and interpersonal skills capable of maintaining strong relationships.
- Strong organizational and multi-tasking skills.
- Excellent analytical and problem-solving abilities.
- Team-management and leadership skills.
- Documentation management and ability to use project management tools.
- Attention to details even under pressure.
- Time management skills with the ability to meet deadlines.
- At least 2 years of experience in project coordination, project management, civil engineering roles or related fields.

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