

PROJECT COORDINATOR: TASEZ TRAINING ACADEMY DIVISION – X2

PURPOSE OF THE JOB: Organize and communicate all the details of projects and specific assignments to team members and serve as a liaison between various team members and the project manager.

KEY RESPONSIBILITIES

General Duties: Keep track of scope changes; Keep track of milestones and their achievement; Set up engagements, meetings, and workshops with stakeholders and the project team; Follow-up on project team tasks and actions; Manage the calendars for projects; Ensure the project team receives all relevant project documentation; Communicate with team members and the project board; Train new staff members; Prepare assignments for individuals or project teams; File paperwork regularly; Coordinate equipment use, activities, information, and resources; Ensure contracts with service providers and consultants are filed; Co-ordinate sub-contractors; Invoicing submission and control; Report to be submitted as and when required; Implement and adhere to Processes and Procedures; Maintain and ensure service level agreements are adhered to; Report any non-compliance to the Project Manager; Provide feedback and communication to the Project Manager. **Quality Control:** Conduct Quality Control Inspections daily and ensure records are kept thereof; Ensure all work is completed as per the scope of work and to quality standards; Development of inspection plans relative to all services around building fabric maintenance as stipulated above; Ensure regular feedback to end user/staff regarding the status of maintenance and completion: Completion and Review of quality reports on a weekly/monthly basis. **Manage Contractors:** Familiarize with all terms and conditions and performance standards as per Contract/SLA per service; Report any non-compliance as part of performance management; Ensure contractors always adhere to contract/SLA; Ensure effective and project delivery. **Client Liaison:** Provide regular task feedback to the Project Manager & Client if instructed to do so; Complete all / any Client requests and ensure client satisfaction; Provide feedback to the Client. **Invoicing Control:** Ensure quotations are received and processed for approval with the project manager; Familiarize yourself with the approved invoicing procedures and abide by them; Assist in the timely submission of invoicing by Contractors and that all details are received (work order number, PO number, VAT registration number, etc.)

COMPETENCIES/KNOWLEDGE

- Microsoft Excel
- QuickBooks
- Good verbal & written communication skill
- Organising
- Multitasking
- Advance math skills

TASEZ Letterhead	Page 1 of 2
Doc No: TAS-CMC-LET001	
Revision No: 01	
Next Review Date: August 2024	

- Efficiency
- Interpersonal skills

QUALIFICATIONS

- Bachelor's degree (or equivalent) in relevant field
- BSc in Business Administration or related field
- PMP / PRINCE2 certification is a plus
- Professional certification such as PMP (Project Management Professional)
- Strong computer literacy skills in all Microsoft Office programs.

REQUIRED SKILLS

Budgeting	Logistics
Monitor progress	Problem-Solving
Leadership	Interpersonal communication
Organizational skills	Communication skills
Time Management	Finance

ATTRIBUTES

- Project Management
- Organize and track deliverables
- Determining project changes
- Document management
- Technical proficiency
- Adaptability skills

WORK EXPERIENCE

- Minimum 3 years of experience in project coordination
- Experience in coordinating teams and clients
- Proven success in a corporate setting, working with all levels of management
- Strong written, verbal, and presentation skills

APPLICATION PROCESS

Qualifying candidates can send their comprehensive CVs, Covering Letter, Certified Copies of SA ID and Qualifications and Three (3) Contactable References to recruitment@tasez.co.za

CLOSING DATE: The closing date for applications **22 October 2024**. Kindly note if no feedback has been received within 30 days of closing date for the above-mentioned position, the applicant may consider their application unsuccessful.

TASEZ Letterhead	Page 2 of 2
Doc No: TAS-CMC-LET001	
Revision No: 01	
Next Review Date: August 2024	