

RE-ADVERTISEMENT: PROJECT COORDINATOR: TASEZ TRAINING ACADEMY DIVISION – X2 GRADE: C2

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

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- Organising
- Multitasking
- Advance math skills
- 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

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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 . Applicants who had previously applied are encouraged to apply again.

CLOSING DATE : The closing date for applications **09 September 2025**. 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

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