

AREA PROBE SEEKS PROJECT COORDINATOR

Job Description:

We are seeking a talented and motivated Project Coordinator to join our team. As a Project Coordinator, you will play a crucial role in ensuring the smooth execution of projects and providing administrative support to the team. This is an excellent opportunity for someone who possesses strong interpersonal skills, is open to traveling, and has a passion for learning and growth.

Responsibilities:

- Assist the Executive Real Estate Team in managing and coordinating projects from initiation to completion.
- Coordinate and communicate with internal and external stakeholders to ensure project objectives are met.
- Schedule and organize project meetings, take meeting minutes, and distribute action items to team members.
- Prepare and maintain project documentation, including project plans, status reports, and other relevant records.
- Assist in creating and managing project budgets, tracking expenses, and processing invoices.
- Collaborate with Technicians to coordinate their schedules, travel arrangements, and project-specific requirements.
- Conduct research, gather data, and prepare reports to support decision-making and project analysis.
- Provide general administrative support, including handling correspondence, preparing presentations, and organizing files.

Requirements:

- Strong interpersonal skills and the ability to effectively communicate and collaborate with team members and stakeholders.
- Willingness to travel as required to support project activities and meet with clients or partners.
- Proficiency in Microsoft Office Suite (Excel, Word, PowerPoint) for data analysis, report preparation, and documentation.
- Familiarity with Adobe Creative Suite (particularly Adobe Photoshop and Adobe Illustrator) for basic design tasks.
- Strong organizational skills and attention to detail to ensure accuracy and efficiency in project coordination.
- Proactive and self-motivated with the ability to prioritize tasks and meet deadlines.
- A desire to learn and grow within the real estate industry and project management field.

If you are a proactive and organized individual with excellent interpersonal skills and a passion for project coordination, we would love to hear from you. This position offers an opportunity to work with a dynamic team in a fast-paced real estate environment. Apply today and embark on a rewarding career with us.

Please note that the above job description is a general overview of the responsibilities and requirements of the Project Coordinator role. Additional specific tasks may be assigned based on the needs of the team and organization.

To apply for this job email your details to info@areaprobe.com

https://aarepdc.org/job/project-coordinator/?mc_cid=a8e1342f90&mc_eid=d7810515b3