Position Title	Project Coordinator
Department	IT
Reporting To	AVP-IT
Location	Lagos

PRIMARY OBJECTIVE

Managed all project issues documentation and escalations along with payment reconciliations/processing for IT vendors/OEMs and Partners.

PRINCIPAL ACCOUNTABILITIES AND RESPONSIBILITIES

- Responsible for providing administrative support to the PMO across several projects.
- Assisting Project and Team Managers with relevant project activities and escalations
- Prepare project status reports and documentation
- Organizing project team meetings and MOM updates.
- Managing IT Vendor billing reconciliation and payment processing
- Risk Log and Issue Log Maintenance.
- Maintain and track project issues and actions by means of the Issues log.
- Ensuring communication takes place between teams
- Updating and maintaining project documentation

QUALIFICATION
- Bachelor's degree
- PMP Certification – can be an added qualification

EXPERIENCE
- 1-3 years working Experience in a similar role

PERSON SPECIFICATION

- Project Coordination skill
- MS Office
- Ability to multi-task and prioritize in a pressurized environment.
- Ability to handle difficult situations with tact and diplomacy.
- Customer service focused.
- Analytical thinking.
- Technical expertise.
- Flexible.

WORKING RELATIONSHIPS
- This role interacts with Project Managers-PSS/ERP, AVP-IT/VP-IT.
- This role works closely with IT ISPs, OEM's and Vendors.