



NIOTECHONE
SOFTWARE SOLUTION PVT.LTD

Job Title: Project Coordinator

We are seeking an experienced Project Coordinator to lead projects from initiation to completion. The ideal candidate will be responsible for project planning, execution, resource management, risk mitigation, and ensuring seamless communication between teams and clients.

Key Responsibilities:

- Develop and manage project plans, timelines, and budgets.
- Monitor and track project progress to ensure on-time and within-budget delivery.
- Identify potential risks and implement effective mitigation strategies.
- Ensure compliance with company policies, standards, and best practices.
- Serve as the primary communication link between development teams, clients, and senior management.
- Organize and lead meetings to align stakeholders on project objectives.
- Collaborate with various departments to ensure a smooth workflow and resolve issues.
- Provide guidance and direction to project teams to enhance productivity.
- Allocate and optimize resources to meet project requirements.
- Manage changes in project scope while minimizing disruption.
- Maintain project documentation, including progress reports and performance metrics.
- Prepare regular updates for client and senior management.
- Ensure that project records are accurate and up to date.

Requirements:

- ✓ A Bachelor's or Master's degree in a technical field is required.
- ✓ Strong leadership, problem-solving, and organizational skills.
- ✓ Excellent verbal and written communication abilities.



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- ✓ Proficiency in project management tools such as Jira, Trello, dev ops, Asana, or MS Project.
- ✓ Ability to manage multiple projects simultaneously in a fast-paced environment.

Office time: 10am to 8pm (Fixed)

Lunch: 1.5 Hour

Working day's: 5 days in Week

Working mode: Onsite