



**Position Title:** Project Coordinator

**Position Summary**

The Project Coordinator plans, executes, and finalizes projects according to the accepted timeline, within budget, in scope, to ensure customer satisfaction.

**Job Responsibilities:**

- Organize and facilitate project planning (budget, schedule, procurement, quality, and risk) for telecommunications contracts.
- Initialize and plan projects.
- Develop project cost structures.
- Track and report project deliverables.
- Manage contracts, assess risk, and identify resources.
- Apply project management processes and tools to assigned project.
- Develop and maintain relationships with clients, vendors and internal teams.

**Required Qualifications:**

- Exceptional verbal and written communication skills
- Strong interpersonal skills
- Capable of preparing and presenting training material
- Able to motivate and influence people
- Excellent client management/resolution skills
- Able to work with minimum supervision
- Well versed with the PMBOK method of implementing projects
- Competent knowledge of Microsoft Outlook, Word, Excel, and MS project

**Desired Qualifications:**

- Prior Telecommunications and/or Cisco experience preferred
- Lean Six Sigma Yellow or Green Belt preferred

**Education**

Bachelor's Degree or a minimum of two years of project management experience.

**Certification**

Encouraged to achieve Project Management Professional (PMP) Certification

**Work Schedule/Travel**

Standard Meriplex business hours of 8:00 AM to 5:00 PM with the ability to have a flexible schedule due to work volume and proposal deadlines are a must. Ability to travel up to 15% may be required based on project requirements; mostly within the Houston metro area as nationally.