1. **Job Identification**

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| Job Title / Designation | Process Coordinator |
| Work Location | Noida |

2**. Position Requirements**

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| Qualification Details | Diploma | Nil | Graduation | BA/BBA |
| Post-Graduation | Nil | Other Skills | Nil |
| Experience Requirement | No. of Years | 2-5 years |
| Job Summery | The Process Coordinator is responsible to support in planning, implementation, and tracking of specific projects and coordinating with cross-functional teams to ensure timely delivery of, project objectives. The Process Coordinator will be accountable for managing project timelines, ensuring all deliverables are met, and managing project issues.ng of specific |
| Job Responsibilities | * Coordinate with cross-functional teams to ensure the project is delivered on time, within scope, and within budget.
* Develop project plans, including goals, timelines, budget, and resources required to successfully execute projects.
* Monitor project progress.
* Create and manage project documentation, including project plans, status reports, meeting minutes, and other related materials.
* Conduct regular project status meetings with stakeholders and team members to provide updates and ensure alignment on project goals.
* Ensure project objectives are met within quality, time.
* Manage change requests and provide contingency planning to minimize project risk.
* Ensure compliance with company policies and procedures.
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| Skills/Competencies | * Ability to manage multiple projects and priorities simultaneously.
* organization, and time management skills.
* Ability to work independently and in a team environment.
* Experience working in a cross-functional team environment.
* Good Communication Skill.
* Confidentiality.
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