

## Position Description

### Project Coordinator

## Project Coordinator

Dynamic Labz has been engaged to deliver a Digital Transformation Program of works by an industry leader in the Sports and Entertainment industry in Australia. The scope of work includes implementation of Business Applications with Dynamics 365, Digital Platforms, and Information Platform as part of its Digital Transformation Program.

As a Project Coordinator, you will report to the Program Manager and assist the PM with day-to-day coordination of the projects and maintaining the schedules and governance registers.

At Dynamic Labz, our services help bring immediate value to our customers, and makes a direct impact on how businesses and people work day-to-day. Here, you'll be an important part of our high-energy, unique, fast-paced, and innovative culture that focusses on delivering quality outcomes with agility.

### Responsibilities:

- Use project scheduling, financial tracking and control tools to monitor project plans, schedules, budgets, expenditures, risks and issue management.
- Assist project managers in establishment and maintenance of project control and administration documentation, e.g. updating risk & issue registers, change control registers, documenting meeting minutes, compiling project status reports, ensuring timely follow up of actions that are due.
- Monitor project progress and create project status reports for project manager and project sponsor.
- Demonstrated experience in liaising with vendors on multiple projects within a program.
- Be able to resolve minor issues without Project Manager's assistance.
- Demonstrated experience working in medium to large projects in a coordination role, some involving cross-organizational departments, external stakeholders, and service providers.
- Ability to analyse information and produce reports and presentations with excellent attention to detail.
- Cooperate and work well with others in pursuit of team goals; Share information and acknowledge others' efforts; Step in to help others where required.
- Develop in-depth understanding of project scope and particulars i.e. timeframes, financials, outcomes
- Plan meetings and project logistics and ensure team members have the resources they need to complete their assigned tasks on time.
- Prepare briefing material to support the project manager.

### Desired Experience

- Minimum of 5 years' experience in a project environment working with multiple project managers and broad stakeholders; requiring well developed communication, stakeholder engagement, interpersonal, influencing, problem solving, and consulting skills.
- Experience working in an PMO or within a large sized technology Programs.

## Project Coordinator

- Experienced in being organized, proactive, autonomous, inquisitive and can manage a busy program environment and multiple stakeholders.
- Sound knowledge and experience using project management tools, processes, and systems.
- Experience with both waterfall and Agile SCRUM project delivery framework, or hybrid methodologies would be desirable.
- Excellent verbal and written communication skills are essential to work closely with team members and managers, and effectively manage problems as they occur.
- Proven ability to coordinate projects and delegate activities to meet outcomes within required time frames.
- Coordination of project finances
- Demonstrated project analysis and reporting skills.
- As the primary point of contact for team members, you must be able to provide guidance, feedback, and encouragement for achieving goals.

### Spark your interest?

To find out more about this exciting and challenging role please apply by attaching your resume to [contactus@dynamiclabz.com](mailto:contactus@dynamiclabz.com). Please note that due to the high volume of applications only short-listed candidates will be contacted.