
Job Description – Office Coordinator

Department : Administration

Reports to : Manager-Projects

The key overall objective of the Office Coordinator is to achieve the company's expectation by playing pivotal role by improving coordination between the different departments to ensure a smooth work flow.

Key Accountabilities:

- Coordinate project management activities, resources, equipment and information
- Liaise with clients to identify and define requirements, scope and objectives
- Assign tasks to internal teams and assist with schedule management
- Perform HR/Administration related activities
- Manage Daily MIS & update to senior management
- Act as the point of contact and communicate status to all participants
- Use tools to monitor working hours, plans and expenditures
- Issue appropriate paperwork as assigned (e.g. contracts and terms of agreement)
- Create and maintain comprehensive project documentation, plans and reports
- Ensure standards and requirements are met through conducting quality assurance tests

Skills :

- Exceptional verbal, written and presentation skills.
- Ability to work effectively both independently and as part of a team.
- Computer savvy with Competency in MS Office applications like Word, Excel, and Power point etc.
- Knowledge of file management, transcription, and other administrative procedures.
- Ability to work on tight deadlines.
- Experience in project management, from conception to delivery
- An ability to prepare and interpret flowcharts, schedules and step-by-step action plans
- Solid organizational skills, including multitasking and time-management
- Strong client-facing and teamwork skills
- Should be a good Communicator& self-initiator

Qualification :

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- A Graduate in Business administration or similar field with minimum 3 years of experience in similar field, preferably in Real Estate sector.