

Ref. No : **AF/SE/2024/JD/001**

## Detailed Job Description

<b>Job title</b>	:	Project Coordinator – Software Development
<b>Reporting to</b>	:	Lead Engineer – Software Development
<b>Salary</b>	:	Industry par CTC
<b>Hours</b>	:	Full time
<b>Location</b>	:	Vidyaranyapura office, Bangalore.
<b>Travel</b>	:	Occasional National and International travel required

## Purpose of the position

To own and ensure the delivery of different Software application development projects.

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- Liaise with clients to identify and define Software projects requirements, scope, and objectives.
- Define UI/UX parameters capturing client / user requirements.
- Coordinate project management activities, resources, and information.
- Break projects into doable actions and set time frames.
- Make sure that clients' needs are met as projects evolve.
- Monitor project progress and handle any issues that arise.
- Act as the point of contact and communicate project status to all participants and clients.
- Create and maintain comprehensive project documentation, plans, and reports.
- Identifying and implementing industry standards for Software projects

## Academic & trades qualifications

**UG – Any Graduate/B.Tech/B.E. - Any Specialization**

**PG- Optional**

## Work experience & skills

5-8 years of experience as Project Coordinator or similar role.

## Personal qualities & behavioral traits

<b>Essential</b>	<b>Desirable</b>
Excellent Written and verbal communication skills	Experience in communicating to North American clients