

Job Title: Technical Project Coordinator

Employment Type: Full-time

About Us:

CPI Telecommunications is a leading innovator in telecommunications. We are committed to delivering high-quality solutions to our clients through cutting-edge technology and exceptional service. As we continue to grow, we are looking for a dedicated and detail-oriented Technical Project Coordinator to join our dynamic team.

Job Description:

We are seeking a highly organized and multitasking Technical Project Coordinator to oversee and manage various technical projects from initiation to completion. The ideal candidate will possess strong attention to detail, excellent communication skills, and the ability to juggle multiple tasks simultaneously.

Key Responsibilities:

- **Project Management**: Assist in planning, executing, and finalizing projects according to deadlines and within budget. This includes acquiring resources, coordinating team members, and managing third-party contractors or consultants.
- **Scheduling and Coordination**: Develop and maintain project schedules, track milestones, and ensure timely delivery of project components. Coordinate and facilitate meetings, prepare agendas, and document meeting minutes.
- **Documentation and Reporting**: Maintain comprehensive project documentation, including project plans, status reports, and change logs. Prepare regular updates for stakeholders and senior management.
- **Communication**: Serve as a primary point of contact for project stakeholders, ensuring clear and timely communication throughout the project lifecycle. Address and resolve project issues and escalate when necessary.
- **Quality Assurance**: Monitor project deliverables to ensure they meet quality standards and client expectations. Conduct risk assessments and implement mitigation strategies.
- **Resource Management**: Allocate resources efficiently and effectively to meet project goals. Monitor and manage project budgets, ensuring fiscal responsibility.
- **Process Improvement**: Identify opportunities for process improvements and implement best practices to enhance project delivery.

Qualifications:

- Exceptional attention to detail and organizational skills.
- Ability to multitask and manage multiple projects simultaneously.
- Strong problem-solving skills and the ability to think critically under pressure.
- Excellent written and verbal communication skills.
- Proficiency in project management software (e.g., Microsoft Project, JIRA, Trello).
- Basic understanding of IT infrastructure, software development, and technical terminology.

Personal Attributes:

- Proactive and self-motivated with a strong sense of accountability.
- Collaborative team player with a positive attitude.
- Adaptable and able to thrive in a fast-paced, dynamic environment.
- Strong interpersonal skills and the ability to build relationships with diverse teams and stakeholders.

What We Offer:

- Competitive salary and benefits package.
- Opportunity for career growth and professional development.
- Collaborative and inclusive work environment.
- Work on innovative projects with cutting-edge technology.

How to Apply:

If you are a detail-oriented multitasker with a passion for project coordination and technology, we would love to hear from you. Please submit your resume and cover letter outlining your relevant experience and why you are the perfect fit for this role to [email address].

CPI Telecommunications is an equal opportunity employer. We celebrate diversity and are committed to creating an inclusive environment for all employees.