SUPERNOVA
WWW.SUPERNOVA2.COM

Job Description For Project Coordinator

Who are we?

Our mission is to help entrepreneurs' and SMEs' global success by contributing to increase their productivity, employement and welfare in order to serve our country and humanity. We want to become the first company to consult where innovative ICT solutions are needed and become the opportunity provider to our customers.

Description

Our company awarded for a contract with EU to develop a project called 'Developing a software Product named 'Supernova Enterprise'. Our overall objective in this project is to develop a software product which has CRM (Customer Relationship Management) and CMS (Content Management System) capabilities to enable easy creation and maintenance of WEB, e-Business, e-Commerce sites. This document describes the details of the job position which will work as a project coordinator for our company.

Duties and Responsibilities

a) Collaborate with product and employes on roadmap activities
b) Controlling all over the process and tasks for the action
c) Administrating all over the process and tasks for the action
d) Preparing the Contracts
e) Ensuring the coordination of personnel who will complete the CRM and CMS parts of the software separately.
f) Testing the Software like an end user
g) Preparing the User Manuel of the Software with the help of engineers and service provider.
h) Preparing the Help Files with the help of engineers.
i) Responsible for all the actions after the software will be in the market such as marketing, advertising, promotions and so on.
j) Responsible for organizing the press conference

Requirements and Qualifications

a. Ability to manage multiple assignments and priorities in a demanding environment
b. Desire to work in the ICT industry
c. People person who takes pride in the quality of their work
d. Excellent verbal and written communication skills
e. Can-do attitude, with willingness to learn and take on projects large and small
f. Must be metrics and results driven
g. Confident and entrepreneurial with excellent communication skills up and down the organization
h. Strong attention to detail
i. Capable of overseeing several complex projects with little input
j. Excellent task and time management skills
k. Skilled in Microsoft Office
l. Bachelor s degree required
m. 10+ years experience required