



POSITION DESCRIPTION

PROJECT COORDINATOR

START	Immediate start for successful candidate
LOCATION	Melbourne (Hybrid Office) or UK (Remote)
LENGTH	Ongoing
HOURS	Full-Time
THE COMPANY	<p>PingCo is a SaaS provider that enables large telecommunications companies and its providers to manage and sell Voice to their customers. Established in 2011, PingCo has grown to work internationally with global customers.</p> <p>Their engineers, systems administrators and solutions architects solve complex technology challenges and take organisations into the future. A role at PingCo means being at the forefront of technology, leading the way in the UCaaS industry, working with experienced tech experts, and being supported to grow ideas and reach your potential.</p>
THE ROLE	<p>Key Responsibilities</p> <ul style="list-style-type: none">✓ Project coordination for both internal and external projects✓ Working with the engineers and support staff to ensure that goals and project deadlines are met✓ Responding to enquiries and resolving problems concerning contracts, services, and projects✓ Advising senior management on matters requiring attention and implementing their decisions✓ Preparing and reviewing submissions and reports concerning activities and milestones✓ Collecting and analysing data associated with projects undertaken, and reports on project outcomes✓ Sharing relevant documentation and reports with project teams✓ Liaising with clients to provide project updates on a regular basis and ensure satisfaction and deadlines are met✓ Being point of contact for various working groups✓ Assigning project to team members and following up for timely delivery✓ Collect and manage incoming projects

- ✓ Update project management tool as required
- ✓ Making sure KPI's of the team are met
- ✓ Meeting Project Coordinator KPI

Key Company Expectations

- ✓ Showcase professionalism and consistently produces high quality work on or ahead of time
- ✓ Takes initiative, is a positive team member, and exhibits strong communication skills

HOW TO APPLY:

ESSENTIAL

- ✓ 2+ years' experience in a similar role
- ✓ Experience in the following:
 - Project management
 - Service Delivery
 - Stakeholder management
 - Change management
- ✓ Impeccable written and communication skills
- ✓ High level of adaptability and flexibility
- ✓ High level of proficiency in workflow design and documentation
- ✓ Exceptional interpersonal skills
- ✓ Background and knowledge in IT
- ✓ Experience with Information Technology projects
- ✓ Basic knowledge of a range of software applications
- ✓ Knowledge in telephony
- ✓ Driven and highly motivated professional who can operate within a plan but also show innovation and initiative
- ✓ Positive can-do attitude, strong communicator, trustworthy and a team player

DESIREABLE

- ✓ Experience with project management software
- ✓ Qualifications in ITIL
- ✓ Background and knowledge of Microsoft Cloud Services

OTHER INFO

- ✓ Role can be a mix of remote and in-office work

APPLICATION

For enquiries contact Alisha King
 Email aking@pingco.cloud *Happy to accept LinkedIn profiles instead of resume, please introduce yourself in your email.*