

<b>Job Title:</b>	IT Project Coordinator	<b>Job Level:</b>	Employee
<b>Division/Department:</b>	IT	<b>Job Band / Group:</b>	Group 9
<b>Supervisor Title:</b>	Supervisor, Technology Projects	<b>Supervisor Job #:</b>	1386

**ORGANIZATIONAL DESCRIPTION**

BC Transit is a provincial crown corporation responsible for the overall planning and delivery for all of the different municipal transportation systems within British Columbia, outside Greater Vancouver.

**JOB OVERVIEW**

Reporting to the Supervisor, Technology Projects, The IT Project Coordinator is responsible for coordinating the activities of projects in the technology portfolio to ensure cost, schedule, scope, document control and quality standards are met.

Under the direction of a Project Manager, the Project Coordinator is expected to perform tasks that range from the simple to more complex, including schedule and risk management, updating project documentation, project financials and reporting, contract & task administration, and project status updates.

Some travel is required in this role depending on project needs.

**ACCOUNTABILITIES**

- Supports the Supervisor, Technology Projects and assigned Project Managers to maximize productivity
- Organizes and monitors project tasks and ensure that deadlines are met
- Coordinates efforts within the team and with outside consultants & vendors efficiently
- Completes and maintains comprehensive project documentation, plans and reports for communication to internal and external stakeholders
- Monitors budgets, tracks invoicing, updates financial forecasts, and completes all internal, provincial and federal reporting as directed by the Project Manager
- Assists in the development of contract related documentation and monitors contract milestones
- Monitors and updates the project risk register, including outstanding issues and resolutions
- Completes any necessary administrative tasks such as meeting logistics, meeting minutes, action items tracking, calendar management, travel planning, etc
- Performs related duties as assigned, such being items of a minor nature which do not affect the value of the job

**QUALIFICATIONS**

- Bachelor’s degree, certificate in Project Management, or educational equivalent/work experience
- 2 years’ relevant experience
- Strong financial administrative skills, including cash-flow tracking and forecasting
- Exceptional communication and interpersonal skills
- Keen attention to detail and an aptitude for problem solving
- Able to proactively address potential issues
- Excellent computer skills, including Microsoft Word, Excel, Visio and PowerPoint
- Able to work independently with little supervision
- Outstanding organizational skills and ability to prioritize tasks
- Able to thrive in a high-volume, deadline-driven work environment