



Job Description

Job Title: Project Coordinator

Department: Operations

Location: Lagos

Reporting to: Senior Project Manager

Purpose statement:

Assist Project managers in project management deliveries, efficiently within an agreed Scope, Time and Budget while managing all stakeholders' expectations.

Principal Accountabilities/Objectives: *(List the main objectives of the job to be achieved)*

- Coordinate the installation of network equipment at customer premises or at core network nodes.
- Prepares and manages project plans and implementation schedules using MS Project and other suitable software.
- Manage operations teams and external contractors during project execution.
- Hold regular meetings with all stakeholders on project status.
- Produce Project reports for customer and internal consumption.
- Control the project implementation process.
- Assist in invoicing according to milestones.
- Assist with project equipment ordering.
- Escalate project issues timely.

Communications and Work Relationships:

INTERNAL:

- Sales Manager
- Network Operations Manager
- Operations Manager
- Finance Manager
- Network Engineering manager
- Project Team members

EXTERNAL

- Customers
- Suppliers

Knowledge, Skills, Experience and Competency requirements:

Skills

- Strong background in Project management with a focus on Telecommunications and Satcom.
- Organisational management
- Problem-solving
- Leadership
- Prioritising workload of self and others
- Personnel & performance management
- Written and verbal communications
- Contract negotiation skills.

Experience

- Preferred candidate must have BEng/ HND Elect-Elect with PMI or Prince 2 as an added advantage.
- Experience as a project manager in a Telecom environment is essential.
- Must have worked in a project management framework
- Satellite and/or wireless network experience is advantageous.
- Management of a team of resources throughout the organisation in the country and abroad.
- Minimum of 0- 2 years of related industry work experience

Competency

Project Management

- Creates and executes project work plans and revises as appropriate to meet changing needs and requirements.
- Identifies resources needed and assigns individual responsibilities.
- Manages day-to-day operational aspects of the project team.
- Effectively applies project methodology and enforces project standards.
- Prepares for engagement reviews and quality assurance procedures.
- Minimizes company exposure and risk on projects.
- Ensures project documents are complete, current, and stored appropriately.

Financial Management

- Understand basic revenue models.
- Understand our pricing model and billing procedures.
- Assures project legal documents are completed and signed.

Business Development

- Identifies business development and "add-on" sales opportunities as they relate to a specific project.
- Leads proposal efforts including completing project scoping.

Communication

- Facilitates team and client meetings effectively.
- Holds regular status meetings with the project team.
- Keeps the project team well-informed of changes within the organization.
- Resolves and/or escalates issues in a timely fashion.
- Understands how to communicate difficult/sensitive information tactfully.

Technical Understanding

- Possesses general understanding in the areas of Telecommunication, Satellite networks and IP technology
- Possesses a thorough understanding of our capabilities.
- Maintains awareness of new and emerging technologies and their potential application on client engagements

Kindly send your application via email to inqngcareers@inq.inc