

PERITUS EXIM PVT LTD

Job Description – Senior Project Coordinator

Brief about company

Peritus Exim Pvt Ltd. is an infrastructure development organization. Peritus has its presence in Asian and African market. It has maintained to keep client base of 20+ Africa Govt authorities and top market leader worldwide.

Key Business Portfolios -

1. Water and Waste Water Management
2. Agriculture and Irrigation
3. Oil and Gas- Mid and Down stream
4. Power and Energy
5. Building and Structures

Job Profile – Senior Project Coordinator

Job Location: Tanzania

Qualification – Bachelor's degree in Engineering or a related technical field

Total Experience in sector – 8-15 years

Experience in similar position – 5-7 Years

Job Summary: We are seeking an experienced Project Coordinator to oversee our construction projects, ensuring efficient resource management and adherence to budgetary constraints. The ideal candidate will have a background in quantity surveying and significant experience working on-site.

Job Description –

- Coordinate project activities and resources, including machinery and materials.
- Collaborate with site managers and teams to ensure smooth operations.
- Monitor project budgets and assist in financial planning and reporting.
- Prepare and maintain project documentation, including schedules and progress reports.
- Conduct site visits to assess progress, perform quality checks, and resolve issues.
- Understand contract terms and conditions; provide direction to site managers regarding potential contract management aspects.
- Liaise with contractors, suppliers, and other stakeholders to ensure project requirements are met.
- Assist in risk management and mitigation strategies.

Qualification Requirements –

- Bachelor's degree in Engineering or a related technical field
- 8-15 years of experience in project coordination, preferably in construction.
- Strong understanding of resource management and budgeting.
- Proven experience working on construction sites.
- Excellent communication and organizational skills.
- Proficiency in project management software and tools.

