



Project Coordinator

Department: Wireless Networks
Location: Anchorage
FLSA: Exempt
Reports To: Director Wireless Networks
Approved By: Jens Laipenieks
Revision Date: 09/05/19
Effective Date: 11/15/17

Position Description

The position will support project managers in the coordination, tracking, and monitoring of multiple projects in the wireless, telephone, and internet networks.

Responsibilities include assuring projects and all related processes are kept running smoothly, keeping the appropriate parties informed, and ensuring milestones are met. Assist the Project Manager in all aspects of project administration, documentation, buyout, scheduling, and closeout. Analyze requirements, identify and develop solutions, and consult with project management regarding issues and recommendations. It is the Project Coordinators' responsibility with the guidance of management, to develop, implement, modify, and maintain the project tracking and coordinating procedures.

Principle Accountabilities

The Project Coordinator performs a wide range of duties including some or all the following:

- Establish working relationships with internal and external clients to identify and define project requirements, scope and objectives.
- Assisting the Project Managers in all assigned activities, typically this shall include assistance with, and co-ordination of, design, procurement, cost engineering, planning, build-out, commissioning, and closeout.
- Monitor project compliance with contract documents and defined scope of work.
- Escalate/Communicates issues/risks/barriers to upper management.
- Communicate status of milestones and forecasting completion.
- Disseminate information from a variety of sources.
- Ensure needs (internal and external) are met as the project evolves.
- Recognize when to report and escalate issues to management.
- Obtain detailed quotes from vendors.
- Process, and track purchase orders.
- Update Project Tracker (and other available trackers) with notes received, and milestones met.
- Maintain project related information in an organized central location for others to access.
- This position is located in Anchorage but periodic travel to the North Slope and the outer-lying villages is required.



- Maintain an ability to work flexible hours to meet deadlines.
- Performs all other related duties as assigned.

Knowledge, Skills, and Abilities

- Capacity to control and monitor progress, procurement support, and vendor follow up are basic requirements.
- Knowledge of telecommunications infrastructure.
- Fundamental project management skills.
- Advanced ability in reading and interpreting technical documents and forms including work orders, schematics and specification manuals.
- Must be able to create spreadsheets that have visually appealing formatting that is easy to interoperate and outputs useful data.
- Ability to communicate and collaborate with customers, co-workers, vendors, and business contacts in a professional and courteous manner.
- Ability to organize and prioritize multiple work assignments under time constraints, paying close attention to detail.
- Ability to think analytically, be a problem solver and to work independently under stressful outage situations.
- Valid Alaska driver's license
- Ability to sit or stand while working with a computer for most of the day.
- Ability to lift and carry up to sixty (60) pounds and transport that weight a minimum of 100 feet over rough terrain in extreme arctic conditions.

Education and Experience Required

- Minimum Bachelor Degree in project management or construction management; Years of experience can be substituted year for year with relevant project work experience.
- Five years of experience in project management, construction management, telecommunications, or project related industry performing related functions
- Has or is perusing CAPM or PMP certification.
- High-proficiency using MS Excel, MS Project, PowerPoint, MS Office Suite, and SharePoint.

Performance Expectations

- Prioritize and meet deadlines consistently.
- Collaborate effectively with Project Management, third party and other ASTAC team members.
- Meet and exceed principle accountabilities.



Acknowledgement

I have reviewed and understand the Position Guide and believe it to be accurate and complete. My acknowledgement below indicates I am fully aware that my adherence to the terms of this Position Guide will be a major element of all future evaluations. I also agree that my manager, the General Manager and the Board of Directors retain the right to change this Position Guide at any time.

<hr/> Employee	<hr/> Date	<hr/> Supervisor	<hr/> Date
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Note: This job description in no way states or implies that these are the only duties to be performed by the employee(s) incumbent in this position. Employee(s) will be required to follow any other job-related instructions and to perform any other job-related duties requested by any person authorized to give instructions or assignments.

A review of this position has excluded the marginal functions of the position that are incidental to the performance of fundamental job duties. All duties and responsibilities are essential job functions and requirements and are subject to possible modification to reasonably accommodate individuals with disabilities.

To perform this job successfully, the incumbent(s) will possess the skills, aptitudes, and abilities to perform each duty proficiently. Some requirements may exclude individuals who pose a direct threat or significant risk to the health or safety of themselves or others. The requirements listed in this document are the minimum levels of knowledge, skills, or abilities. This document does not create an employment contract, implied or otherwise, other than an "at will" relationship.