



Project Coordinator



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1 Description

SourceDogg is a leading Supplier Management & eProcurement software provider committed to offering the easiest-to-use software experience and value to a client base that includes many successful infrastructure, construction, and engineering clients. We are now looking for a Project Coordinator who can provide ongoing support to new and existing clients. This is an excellent opportunity to join a rapidly expanding cloud-based software company and gain exposure to cutting-edge technologies.

2 The Role

We are seeking a highly motivated and organised individual to join our team as a Project Coordinator. The Project Coordinator will be responsible for coordinating client projects from start to finish, ensuring that they are completed on time, within budget, and to the satisfaction of all stakeholders involved.

The ideal candidate will possess excellent organisational and communication skills, a strong attention to detail, experience in the supply chain management sector with the ability to work effectively in a team environment.

Job Type: Permanent, full-time

Location: UK/ Remote or Ireland / Remote

3 Duties and Responsibilities

- Collaborate with team members to develop project plans and timelines.
- Coordinate project activities, including scheduling meetings, preparing agendas, and documenting meeting minutes.
- Monitor project progress and ensure that deadlines are met to the specified requirements.
- Ensure that project deliverables meet quality standards and adhere to project requirements.
- Manage project documentation, including project plans, timelines, status reports and Jira boards.
- Serve as a liaison between stakeholders, providing regular updates and addressing concerns as needed.
- Identify and work with internal teams to mitigate project risks and issues, escalating them as necessary.
- Provide administrative support to the customer success department as needed.

4 Skills and Qualifications

- Bachelor's degree, qualifications in project management – Prince2, APM, PMI, CSM, PMP.
- 2+ years of experience in project coordination or related role.
- Excellent organisational and time management skills.
- Strong communication and interpersonal skills.
- Attention to detail and ability to multitask.
- Experience with project management tools and software, experience with Jira is a bonus.
- Knowledge of project management methodologies (e.g., Agile, Waterfall).
- Ability to work independently and in a team environment.
- Flexibility to work on multiple projects simultaneously.

5 Knowledge of the following would be an advantage

- Knowledge of Procurement or Supply Chain Management
- Previous experience in a B2B SaaS business.
- Knowledge of JIRA and Confluence is a plus

6 Why choose to work with us

Teamwork is part of our core. We seek purpose in everything we do and are not afraid to ask challenging questions along the way. We understand the complexity of simplicity and believe that less is more.

We have an innovative and high-performance culture where we encourage and reward creativity and teamwork and have fun while doing it! This is a unique opportunity to join a growing company that comprises a team of expert technologists and seasoned professionals.

Attractive prospect to progress your career further with our fast growing team.