

Job Title: Junior Project Coordinator

Role Overview

We are looking for a **Junior Project Coordinator** to support the Tech/Project Lead in planning, tracking, and executing projects. This role is ideal for someone who is detail-oriented, communicative, and eager to learn how tech projects are delivered end-to-end. You'll act as a bridge between internal teams and clients while keeping timelines, documentation, and deliverables on track.

Key Responsibilities

- Work closely with the Tech/Project Lead to understand project scope, timelines, and features
- Track project milestones, tasks, and dependencies across teams
- Gather and document client requirements and clarifications
- Coordinate discussions between clients and the internal team
- Communicate feasibility, timelines, and updates to clients after alignment with the lead
- Maintain and update project documentation (requirements, timelines, release notes, trackers)
- Ensure smooth information flow between development, QA, design, and other stakeholders
- Assist in planning and tracking feature rollouts and releases
- Test new features and rollouts to ensure they meet requirements before and after deployment
- Identify risks, delays, or gaps and escalate them to the Project/Tech Lead proactively

Required Skills & Qualifications

- Bachelor's degree in any relevant field (or equivalent experience)
- 0–2 years of experience in project coordination, tech support, or similar roles
- Strong written and verbal communication skills
- Good organizational and time-management abilities
- Basic understanding of software development lifecycle (SDLC)
- Ability to understand technical discussions and translate them into clear documentation
- Comfortable working with tools like Jira, Trello, Asana, Notion, Google Docs, or similar

Nice to Have

- Exposure to Agile or Scrum methodologies
- Basic QA/testing experience
- Client-facing experience
- Familiarity with product or tech startups

What You'll Gain

- Hands-on experience working with real tech projects
- Direct mentorship from a Tech/Project Lead
- Exposure to client communication, product decisions, and release management
- Clear growth path toward Project Manager, Product Manager, or Tech Coordinator roles