

Job Title: Project Coordinator

Reports to: Project Manager

Team: Projects

Location: Scottish Event Campus, Glasgow, site-based role

Role Summary

Support Project Managers in organising, coordinating, and facilitating project activities to ensure timely, efficient, and compliant delivery of SEC initiatives.

Key Responsibilities

- Assist with the creation, tracking, and management of project schedules, deliverables, budgets, and resources.
- Organise and maintain project documentation: action plans, meeting minutes, status reports, proposals, and correspondence.
- Coordinate internal and external stakeholder communications and meeting logistics.
- Monitor workflow, identify risks, propose improvements, and escalate issues as needed.
- Liaise with SEC teams to define project scope, clarify objectives, and adapt priorities
- Serve as a point of contact for routine project inquiries and provide administrative support to PM.
- Central point of communication, updating stakeholders on project status, and facilitating information cascade between SEC teams

Required Skills and Key Competencies

- Strong organisational, multitasking, and time management skills, essential for juggling administrative and coordination tasks efficiently
- Good written and verbal communication skills - experience preparing reports, presentations, and capturing meeting minutes.
- Proficiency in Microsoft Office suite (Word, Excel, PowerPoint, SharePoint)
- Attention to detail, effective communicator, team collaboration, time management
- Familiarity with project-management tools such as Smartsheet, MS Project, or similar