

# Argentina Jobs Expertini®

## Project Coordinator

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Company: Cognizant

Location: Buenos Aires

Category: computer-and-mathematical

At #Cognizant, we have an ideal opportunity for you to be part of one of the largest companies in the digital industry worldwide. A company where we look for people who contribute new ideas, experiencing a dynamic and growing environment. At Cognizant, we promote an inclusive culture where we value different perspectives.

We are currently looking for Project Coordinator to work with us in a global project with one of our most important client.

What do we value?

People with initiative and responsibility, who have good diction and excellent treatment with the client. We will assess those who have a technical profile or related experience in the role.

Key Responsibilities:

Coordinate project management activities, resources, equipment and information

Liaise with clients to identify and define requirements, scope and objectives

Assign tasks to internal teams and assist with schedule management

Make sure that clients' needs are met as projects evolve

Monitor project progress and handle issues that arise, analyze risks and opportunities

Support project procurement management

Act as the point of contact and communicate project status to all participants

Work with the Project Manager and stakeholders to eliminate blockers

Use tools to monitor working hours, plans and expenditures - Maintenance of all appropriate legal paperwork (e.g., contracts and terms of agreement)

Create and maintain comprehensive project documentation, plans and reports

Ensure standards and requirements are met through conducting quality assurance tests

Document findings from the weekly, monthly and quarterly meetings and reviews and invoke actions

Necessary skills and experience required:

2-8 years experience with 2+ years of actual experience of - Team player with excellent verbal, written and interpersonal skills; stakeholder management skills.

Excellent time management skills and ability to meet deadlines.

Thrives in a super fast-paced environment.

Must be a self-initiator; flexible in providing support in multiple areas, able to stretch capabilities while providing quality.

Must be knowledgeable in analyzing spreadsheet data, creating simple formulas, developing pivot tables, vlookup, etc

Open to obtaining Project Management Professional (PMP) certification

Knowledgeable in Google Workspace, SDLC, Project Management is a big plus

Why Cognizant?

A career in one of the largest and fastest growing IT services providers worldwide.

Ongoing support and funding with training and development plans.

Opportunity to work for leading global companies.

Our work environment is diverse, collaborative and inclusive. We create conditions for everyone to thrive.

A highly competitive salary and great benefits, such as OSDE for you and your primary family group, annual bonus and many other benefits that we are going to share during

the selection process.

Location: Ciudad Autónoma de Buenos Aires, Argentina.

Shift: Hybrid - Full Time.

Are you ready?

Join our team!

Employee Status : Full Time Employee

Shift : Day Job

Job Posting : Apr 18 2024

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