UNLIMITED WP

https://careers.unlimitedwp.com/?post_type=jobs&p=11211

Project Coordinator (WordPress)

Description
We are a team of 100+ expert developers and designers who strive to make a difference on the web every day. At UnlimitedWP, our goal is to build web projects that offer beautiful experiences. We exclusively work with digital agencies around the world to offer dedicated WordPress support.

Our growing company is seeking to hire a Project Coordinator who will be in charge of assisting our Project Managers in organizing our ongoing projects. This task involves monitoring project plans, schedules, work hours, resource management, task assignments, organizing and participating in stakeholder meetings, and ensuring that project deadlines are met in a timely manner and quality standards are upheld on every task.

To be successful as a Project Coordinator, you will need to be able to work on tight deadlines, be competent in using Project Management Tools and Google Doc tools, and have exceptional verbal, written, and presentation skills. A bachelor's degree in a related field of study and at least three (3) years of relevant experience is required for consideration.

Responsibilities

- Managing team of 5-8 Designers and Developers.
- Handling around 8-10 client requests on a daily basis.
- Daily work assignment to Team.
- Sharing daily work updates with clients.
- Providing solutions to clients needs.
- Maintaining and monitoring project plans, project schedules, work hours, budgets and expenditures.
- Organizing, attending and participating in stakeholder meetings.
- Documenting and following up on important actions and decisions from meetings.
- Preparing necessary presentation materials for meetings.
- Ensuring project deadlines are met.
- Providing administrative support as needed.
- Undertaking project tasks as required.
- Developing project strategies.
- Ensuring projects adhere to frameworks and all documentation is maintained appropriately for each project.
- Assess project risks and issues and provide solutions where applicable.

Qualifications

- Experience with **managining WordPress projects** is a must.
- Working Knowledge of WordPress, Themes and Plugins.
- Familiar with the widely used WP Themes and Plugins for custom theme developments.
- Bachelor degree in business or related field of study.
- Three years experience in related field.

Employment Type
Full-time

Beginning of employment
Immediate

Duration of employment
Permanent

Job Location
B – 101 to 105, Shilp Corporate Park, Rajpath Rangoli Road, 380054, Ahmedabad, Thaltej, India

Working Hours
10 AM to 7 PM (morning shift) OR
12 PM to 9 PM (afternoon shift) OR
4 PM to 1 AM (evening shift)
(Flexible Hours, Time Zone: IST)

Valid through
30.06.2024

4th October,2022
October 4, 2022

- Exceptional verbal, written and presentation skills.
- Fluent Hindi or Gujarati along with English.
- Ability to work effectively both independently and as part of a team.
- Ability to work on tight deadlines.

Experience

- Minimum 3 Years of work experience managing and assisting WordPress Projects.
- Experience working with WordPress themes (both custom theme and premium themes such as Astra)
- WordPress page builders (such as Elementor / Beaver Builder / WP Bakery / DIVI)

Job Benefits

- 8 flexible working hours
- 120+ Strength of Employees
- 40 leaves/year
- Leave encashment
- 5 Days Working
- Quarterly Bonus
- Yearly Outing
- Health Benefit Plan

Contacts

For any further information, you can reach out to us at recruitment@unlimitedwp.com or call us on **6351635259**

Hiring organization

UnlimitedWP Pvt LD