

Job Title: Internal Project Coordinator
Location: Sri Lanka (Hybrid)
Company: Thomas Peer Solutions, Melbourne, Australia
Reports To: Manager - Projects and Services

About The Company:

Thomas Peer Solutions is a leading provider of comprehensive IT and business solutions based in Melbourne, Australia. We specialize in delivering end-to-end project management services, technology integration, and operational support to businesses across various industries. Our expertise includes custom software development, IT infrastructure management, and strategic consulting. At Thomas Peer Solutions, we are committed to driving business success through innovative solutions and exceptional service, fostering a collaborative and forward-thinking work environment.

Key Responsibilities in the position:

- **Project Coordination:** Assist in planning, executing, and closing projects by coordinating tasks, timelines, and resources. Ensure projects are aligned with company goals and delivered on schedule.
- **Stakeholder Communication:** Serve as the primary point of contact for internal project stakeholders, facilitating effective communication and ensuring all parties are informed of project status and changes.
- **Documentation Management:** Maintain comprehensive project documentation, including project plans, schedules, meeting minutes, and status reports. Ensure all documents are up-to-date and accessible.
- **Resource Management:** Coordinate and allocate resources efficiently, working closely with the project team to ensure the optimal use of skills and time.
- **Risk Management:** Identify potential risks and issues that may impact project delivery. Work with the project team to develop and implement mitigation strategies.
- **Reporting:** Prepare regular project status reports for management, highlighting progress, risks, and issues. Ensure transparency and accountability in all project activities.
- **Process Improvement:** Contribute to the continuous improvement of project management processes, suggesting and implementing changes to enhance efficiency and effectiveness.
- **Support Role:** Provide administrative and logistical support to the Manager, Projects, and Service Delivery as required, including scheduling meetings, preparing presentations, and other ad hoc tasks.

Required Qualifications:

- **Education:** Bachelor's degree in Business Administration, Project Management, or a related field.
- **Experience:** Minimum of 2-3 years of experience in project coordination or a similar role, preferably within the IT or service delivery sector.

Required Skills:

- Strong organizational and time management skills.
- Excellent written and verbal communication skills.
- Proficient in project management software (e.g., MS Project, Asana, Trello).
- Ability to work collaboratively in a team environment.
- Detail-oriented with strong analytical and problem-solving abilities.

Personal Attributes:

- Proactive and self-motivated with a strong sense of accountability.
- Able to work under pressure and meet tight deadlines.
- Adaptable and open to change in a fast-paced environment.

Work Environment:

- **Remote Work:** This role is designed for remote work from Sri Lanka, with the flexibility to work from home. Occasional visits to our Colombo office will be required as needed.
- **Technology:** We provide the necessary tools and technology to ensure effective remote collaboration and communication.

Why Join Us?

- **Growth Opportunities:** Be part of a growing company where you can develop your skills and advance your career.
- **Collaborative Environment:** Work in a supportive team that values collaboration and innovation.
- **Work-Life Balance:** Enjoy a healthy work-life balance with flexible working arrangements.

How to Apply:

Interested candidates are invited to submit their resume and a cover letter outlining their qualifications and experience to hr@thomaspeer.com.au. Please include "Internal Project Coordinator Application" in the subject line.