

Job Title: Project Coordinator

Salary: Negotiable

Vacancy: 02

Employment Status - Full-time

Experience Requirements – At least 2 years

Job Location - Dhaka (Mirpur)

Job Context: Mysoft Heaven (BD) Ltd. is looking for enthusiastic “Project Coordinator” They are responsible for ensuring the schedule, budget and details of a given task are well organized.

Job Responsibility

- * Support project managers in planning project activities, timelines, and resource allocation.
- * Maintain project documentation, including reports, meeting minutes, and presentations.
- * Assist in scheduling project resources and ensuring efficient utilization throughout the project lifecycle.
- * Organize and coordinate meetings, prepare agendas, and facilitate discussions to keep project teams aligned.
- * Identify potential project risks and issues, log them, and escalate to project management for resolution.
- * Track project expenses, monitor budget usage, and prepare financial reports as needed.
- * Regularly update project status reports and ensure all documentation is accurate and accessible.
- * Work with different departments to ensure project requirements and goals are met effectively.
- * Monitor project quality and ensure deliverables meet the required standards

Qualifications and Requirements:

- * Bachelor’s degree in Business Administration, Project Management, or a related field.
- * 2+ years of experience in project coordination or a similar role.
- * Strong organizational and multitasking abilities.
- * Excellent communication and interpersonal skills.
- * Proficiency in project management software
- * Ability to manage multiple priorities and deadlines.

Application Process:

Please send your CV with a photo to hmysoftheaven@gmail.com in the proper format with the job title mentioned.

Contact No: +8801958633202, +8801958633205

Mail: hrmysoftheaven@gmail.com

Location: Raisa & Shikder Tower, 3/8, North Pirerbag, Mirpur, Dhaka-1216

Hello..

**We Are
HIRING**

Project Coordinator

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SUBMIT YOUR CV

Mysoft Heaven (BD) Ltd.
(A complete IT solution)

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