

6sense HQ Limited
Junior Project Coordinator – Job Description

About 6sense HQ Limited:

6sense HQ Limited is an innovative software company with a diverse international client base and a team of expert developers. We specialize in web development, managed delivery, custom software development, dedicated team solutions, and UX design. We are looking for a responsible and execution-focused Junior Project Coordinator who can independently coordinate project activities and support smooth project delivery.

Position Details: Junior Project Coordinator

Apply Now: <https://lnkd.in/gRhDJwzc>

- Position: Junior Project Coordinator
- Department: Project Management
- Experience Required: Minimum 1+ year
- Employment Type: Full-time
- Vacancy: 1-2

Job Responsibilities:

- Coordinate and manage assigned project tasks from initiation to delivery under defined timelines
- Work closely with Project Managers to execute project plans, schedules, and deliverables
- Actively track project progress, milestones, and dependencies and ensure timely follow-ups
- Maintain accurate and up-to-date project documentation, reports, and dashboards
- Coordinate and facilitate Scrum events with team members to ensure timely and effective execution of project tasks.
- Coordinate with cross-functional teams (development, design, QA, content) to ensure task ownership and accountability
- Identify project risks, blockers, and delays, and proactively communicate and propose corrective actions
- Participate in client and internal meetings and ensure clear communication of requirements and action items
- Ensure project deliverables meet agreed scope, timeline, and quality standards

Compensation & Growth Opportunity:

- Monthly Salary: BDT 35,000 – 40,000 (based on experience and capability)
- Competitive benefits packages will be offered upon confirmation.
- Office Hours: 10:00 AM – 7:00 PM (Monday – Friday)
- Weekend: Saturday & Sunday
- Hands-on responsibility in real project coordination and delivery
- Exposure to international clients and structured project workflows

- Opportunity to grow into Project Manager or Delivery Lead roles based on performance

Qualifications and Requirements:

- Bachelor's degree in BBA, CSE, or a related discipline
- Minimum 1+ years of hands-on experience in project coordination, delivery support, or operations
- Proficient in G Suite and Microsoft Office Suite for effective project documentation and reporting.
- Strong verbal and written English communication skills
- Working knowledge of software development lifecycle (SDLC) and technical terminology
- Skilled at fostering a positive team environment, motivating members to achieve project objectives efficiently.
- Practical experience with Agile/Scrum frameworks
- Proficiency in project management tools (Jira, Trello, Linear, ClickUp, etc.)
- Strong ownership mindset, attention to detail, and problem-solving ability
- Ability to handle multiple projects in a fast-paced environment

What we offer:

- Two Annual Festival Bonuses
- Mid Year Performance Bonus
- Health Insurance
- Maternity & Paternity Leave
- Additional Benefits as per Company Policy

Office Hour & Job Location:

- Office Hours: 10:00 AM – 7:00 PM (Monday – Friday)
- Job Location: House: 15, Road: 04, Block: G, Banasree, Rampura, Dhaka