

**Job Title:** Project Coordinator (Fresh Graduate)

**Location:** Lahore

**Job Type:** Full-Time

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## About the Role

You'll be joining our team to support IT/software projects, helping with planning, tracking, and ensuring tasks get done on time. Great opportunity for someone technical, organized, and ready to learn the ropes of project management.

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## What You'll Do

- Help the Project Manager in organizing project work, scheduling, and documentation.
  - Track progress of tasks & deliverables; prepare simple status updates.
  - Set up and run project meetings, take notes, follow up on action items.
  - Help identify risks or issues, track them, and raise them when needed.
  - Coordinate with the technical team to gather requirements, make sure what's being built matches what was planned.
  - Keep project documents, timelines, and plans up-to-date.
  - Provide general admin/operational support to the PMO (Project Management Office).
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## What We're Looking For

- Bachelor's degree in Computer Science, IT, Engineering, or related field.
- Fresh graduate or someone with  $\leq 1$  year experience.
- Basic understanding of project management / software development lifecycle (SDLC).
- Good organizational skills and attention to detail.

- Strong communication and ability to work with different teams.
  - Comfortable using MS Office (Word, Excel, PowerPoint). Experience with tools like JIRA, Trello, Asana, or Azure DevOps is a plus.
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## **What You'll Gain**

- Hands-on experience in project management & IT projects.
- Mentorship from experienced Project Managers.
- Dynamic, collaborative work environment.
- Chance to grow and take on more responsibilities as you learn.