

Project Coordinator

Working closely with the Front-end Manager and Lead Project Manager, this role is focused on the planning and coordination of the Front-end web development team. The successful candidate will have experience overseeing processes and balancing expectations for adjusted deadlines and priorities for a technical platform. You will be required to learn about our products allowing you to review requests and delegate to the appropriate developers.

Front-end Project Coordinator Job Duties

- Working with the Frontend and Project Managers to adjust and maintain daily workflows for the team.
- Adjust and re-align scheduling for additional support requests added on a daily basis against existing priorities and larger scale projects.
- Maintain and update the schedule to ensure existing tasks are on track and new tasks are allocated.
- Working with Project Managers, Customer Services and Support teams to delegate and allocate time for tasks whilst aligning expectations for any adjusted deadlines.
- Maintain a constant overview of the current tickets for 12 developers and 1 designer.
- Oversee and schedule team's responsibilities.
- Help with aspects of new employee onboarding.
- Develop and provide feedback and ways to improve the process.
- Develop and implement processes to increase workflow productivity.
- Assist the Managers as the department grows.

Requirements

Must Have

- Project Planning/Coordination Experience.
- Good Oral and Written Communication Skills, including the ability to communicate with departments and align expectations.
- Some knowledge of software development lifecycle.
- Excellent self-management and delegation skills.
- Ability to develop an understanding of our process and products.

Nice to have

- Basic understanding of front-end web technologies.
- Understanding of online sports and casino betting would be beneficial
- Sensitivity in Handling Confidential Issues.