

Hiring Skilled Coordinator for Web Development Project

We are seeking an enthusiastic and motivated individual to join our team as a **Web Development Project Coordinator**. This is an exciting opportunity for a fresher or someone with a year of experience to play a key role in managing and coordinating web development projects.

Mandatory Skills Required:

- Web Development project coordination: 1 year (Preferred)
- Software Engineer (Fresher)
- Knowledge of SDLC, SRS and FRS (Preferred)
- Knowledge of JIRA, ASANA or any other project management tools (Preferred)

Job Responsibilities:

- Liaise with clients to identify and define requirements, scope and objectives
- Assign tasks to internal teams and assist with schedule management
- Make sure that clients' needs are met as projects evolve
- Monitor project progress and handle any issues that arise, and ensuring the project deadlines are met
- Ensure standards and requirements are met through conducting quality assurance tests
- Maintaining and monitoring project plans and project schedules
- Participating in client meetings
- Ability to do project documentations

Additional Skills:

- Exceptional verbal, written communication in English is mandatory
- Ability to work effectively both independently and as part of a team.
- Preferred Skills : HTML, PHP, Microsoft Excel
- Qualification: BE/B.Tech in IT (Preferred)

Salary & other facilities:

- Salary will be as per experience and it is negotiable
- This is a Work from Office Position. Candidates residing near office location (Central Kolkata) will be preferred
- Job Type: Full-time

Eligible candidates can contact us at **8276046396** for further details or email us at hr@comvalitsolutions.com

