

## Project Coordinator - Mumbai

Snipp is a fast-growing publicly listed company focused on building promotions, loyalty and shopper marketing technology solutions for brands. We work with some of the largest brands and agencies in North America and increasingly internationally and produce cutting-edge campaigns for them.

We're looking for smart, entrepreneurial people who enjoy challenges and working on cutting edge technology – no one will be holding your hand here. In exchange, we promise to pay you fairly, give you flexibility in how/ where you work, present you with lots of challenges so you will never be bored and oh yeah, give you real stock options in a public company (so they're actually worth something already).

### Job Responsibilities

- Day to day tasks including initiating, executing, communicating
- Reviewing & updating opportunities on Salesforce.com
- Reviewing documentation to ensure that they are completed. If information is missing, coordinating with individuals to complete the documentation
- Creating, organizing, and managing SharePoint folders and files
- Participate in project meetings effectively
- Executing project coordinator skill sets and methodologies to improve the business
- Follow up with project resources to ensure that work is progressing on schedule
- Monitor project quality to ensure proper processes are followed
- Coordinate project objectives
- Consistently update project documentation through all phases of the project life cycle
- Manage competing priorities and work with the Project Management team to correctly identify and prioritize critical organizational and project tasks
- Assist in facilitating project status and maintaining project records

### Key Technical Requirements

- 6 months to 1 year of related experience.
- Demonstrates exceptional organizational skills
- Provides various day-to-day activities associated with coordinating projects.
- Works with various internal stakeholders, as advised by their Team Lead
- Facilitates the execution & monitoring of projects
- Is responsible for project specific communication & collaboration within cross-functional teams.
- Has knowledge of social media and web design

### Good to have:

- Experience successfully coordinating digital projects (websites/applications/mobile)
- An undergraduate degree and/or equivalent experience in a related field (technology understanding strongly preferred)
- Basic HTML/CSS, Photoshop, MS Office, SharePoint, Salesforce.com and Jira experience
- Excellent written and verbal communication skills and can effectively work cross-functionally
- Ability to multi-task with excellent time management skills
- Ability to work independently, without supervision
- Aptitude for learning quickly
- Project coordinator skills (accredited courses or experience) considered a bonus, especially CAPM

### Position Highlights:

- This position offers an exciting opportunity to progress to the Project Manager role.
- Flexible working hours – no clock here! Work from home options available as per company policy
- Working on cutting edge technologies (mobile, OCR, image recognition and more) and with a great tech development team
- Great responsibility and significant impact on product direction and actual product built and lots of room for growth
- Equity options in a publicly listed company
- Competitive salary and overall compensation packages

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