

## IT Infrastructure Project Coordinator – Structured Cabling

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Company: Apee Eskay Enterprises Pvt. Ltd.

Location: india

Category: other-general

**Company Description**Apee Eskay Enterprises (APSK) is a leading IT Infrastructure System Integrator across India with HO in New Delhi and very passionate about providing the latest Technology solutions to its clients with a large in-house team spread across the regions over various projects.  
**Role Description**This is a full-time on-site role as a Project Coordinator - Structured Cabling - IT Infrastructure at Apee Eskay Enterprises Pvt Ltd located in Kharkhoda. As a Project Coordinator, you will be responsible for coordinating and managing structured cabling projects for IT infrastructure. Your day-to-day tasks will include planning and scheduling project activities, coordinating with vendors and subcontractors, ensuring project timelines and budgets are met, and providing regular updates to stakeholders including client and also coordinating with backend team to ensure timely delivery of material and work. You will be reporting to the Project Lead PM for the same project besides parallel report to Head projects based offsite.  
**Qualifications**Proven experience as a Project Coordinator or similar role  
Strong knowledge of structured cabling and IT infrastructure  
Excellent organizational and time management skills  
Ability to multitask and prioritize tasks effectively  
Experience in coordinating projects and managing project resources  
Strong communication and interpersonal skills  
Attention to detail and problem-solving abilities  
Bachelor's degree in a relevant field  
PMP certification is a plus  
Good working knowledge of Excel required and additional working with Project Management tools will be also an advantage  
Please note that this job description is intended to provide a general overview of the position and does not include every task or responsibility that may be required.

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