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Project Coordinator

Technology & Services Organisation

Closing date 22 February 2012

HSBC Bank Bermuda Limited is seeking a Project Coordinator for its Technology and Services Organisation. The successful applicant will be responsible for coordinating all project and project administration related activities for the Department. They will also assist / liaise with all members of the department on the project reporting process, including budget status reporting, issues & risks logs & project forecasts. Additionally, they will conduct analysis and collate key project status data.

Major responsibilities

- Provide project management assistance that involves assisting with the development, execution and monitoring of business and project plans for the division to ensure objectives are met
- Provide assistance with the coordination and preparation of necessary reports and statistics for the area, as required by management
- Coordinate and maintain files and databases for various functions and projects within the department
- Scheduling & training/UAT/testing & other departmental activities
- Maintain schedules, organise and coordinate staff schedules including vacations, training and travel arrangements
- Administrative support for a large department of diverse functional areas

Minimum qualifications

- High School Diploma or equivalent with two to five years experience in a similar position
- Project Management Institute's (PMI) CAPM certification would be an asset or at a minimum, familiar with Project Management Methodology
- Ability to analyse processes and problems and make recommendations for improvement
- Good working knowledge of database management, expert level knowledge of MS Office products with an emphasis on Microsoft Excel and PowerPoint
- Excellent verbal & written communication skills

Interested applicants are invited to apply by sending your résumé and covering letter to:

Fax: 279 5826

Email: recruitment.dept@hsbc.bm

*Recruitment Department
Human Resources
HSBC, Harbourview Centre
37 Front Street, Hamilton HM11*

Application forms are available in all HSBC branches and at www.hsbc.bm

All enquiries will be held in strict confidence.

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