KLEIN SYSTEMS
GROUP LTD

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Project Co-ordinator/Business Analyst

Klein Systems Group Ltd. Klein Systems Group, a subsidiary of HITT nv. www.hitt.nl, has been providing service and software to Ports and Maritime regions for over 25 years. Klein makes a positive difference in the business of maritime operations by combining leading solutions, customer commitment and unparalleled business understanding. www.kleinsystems.com

Klein Systems is a twenty five year old company providing software systems to plan, manage and bill for various marine port operations. The company supports a growing number of ports (both large and small) primarily in North America and the South Pacific region. Current customers include Port Authorities, Pilotage operations, tugboat operators and marine terminals.

Klein provides its employees with flexibility, the opportunity to travel, direct contact with customers, and a supportive but results oriented team work environment. Klein values respect, loyalty, a strong work ethic, accountability and great communication skills in its employees.

We are looking for an individual that wants to grow their skill set with the company while making an immediate positive difference as a project co-ordinator. The project co-ordinator will provide project management support services to KSG managers and developers.

Responsibilities will include:

- Project status reporting
- Project schedule tracking and ensuring adherence to project delivery timetables
- Project timeline, budget and timesheet tracking
- Project request and issue tracking with first point of contact with some customers in the company's issue tracking system
- Participate in interdepartmental project team meeting and prepare management level reporting
- Communicate with project stakeholders including communicating with customers and developers to make sure there is a clear understanding of deliverables
- Project management process mapping and adherence to the project management processes
- Project documentation needs
- Identify and implement process improvement initiatives
- Customer training to support project deployments (nice to have)

- Supports business analysis needs and requirements gathering of projects (nice to have)

The project coordinator will execute her/his job responsibilities in a cost effective and time effective manner.

Skills

- Outstanding oral and written communications and be highly effective in managing relationships with various stakeholders
- Strong facilitation skills
- Good listening and feedback skills
- Ability to work independently with various stakeholders
- Ability to successfully influence cooperation between stakeholders toward a positive outcome for all
- Strong business acumen and problem solving skills
- Strong analytical, investigative and problem solving skills
- Team player
- Highly organized - ability to prioritize tasks
- Time and resource management
- High level of customer service, both internal and external
- Ability to quickly learn and understand software applications
- MS Office, MS Project, Visio

Personal Characheristics

- Positive attitude
- Self-starter / pro-active
- Fast learner
- Technically intuitive
- Enthusiastic work attitude
- Open to development of new skills
- Results driven
- Strong desire to excel
- Able to adapt to dynamic and unstructured work environment
- Good sense of humour