



Princess Juliana
International Airport

We are hiring

Join our team!

Project Coordinator

PJIAE N.V. is seeking an experienced Project Coordinator for our Project Management Unit Division. The Project Coordinator will provide support and advice to the project director, project manager, and the project team on a variety of work packages. The Project Coordinator has close contact with various contractors and vendors during the reconstruction phase and must be able to pro-actively carry out all tasks with a high degree of knowledge and responsibility.

RESPONSIBILITIES

- Provides support to the Project Director and Project Manager.
- Reviews technical documents and proposals and provides advice on project plans and proposals.
- Gathers and analyzes project information and provides advice to project team of overall effectiveness.
- Coordinates projects and ensures that all elements are delivered on time, according to specifications, and within budget.
- Works together with various departments and stakeholders, solving problems which may arise during project execution.
- Coordinates projects in such a way that the impact on airport passengers, stakeholders, and staff is as minimal as possible.
- Prepares monthly reports, control reports and milestone reports.
- Controls adherence to permits, legalities and makes reports in the event of non-adherence.
- Keeps and maintains project files and logs up to date and in order.
- During stressful situation and multiple dynamics, is able to handle stress well and remain calm in the process.
- Facilitates meetings and workshops when required.

REQUIREMENTS

- Minimum 5 years' experience and a Bachelor's Degree in Mechanical Engineering in the aviation field.
- Good technical skills and knowledge of project planning.
- Excellent communication and interpersonal skills.
- Good command of the English language written as spoken.
- Good project management and time management skills.
- Good at problem-solving and possessing strong analytical skills.
- Strong written and verbal communication skills to articulate ideas effectively.
- Proficient in Microsoft office and Project Management software.

WE OFFER

- Be part of an environment that values innovation, providing opportunities to contribute to the rebuilding of our airport.
- Enjoy a competitive salary and benefits package that recognizes and rewards your contributions.
- Join a team where collaboration is key, fostering an environment where your ideas are valued.
- Propel your career forward with opportunities for professional development and growth.

HOW TO APPLY?

To be part of the team at PJIAE, please send your resume and a cover letter highlighting your experience and enthusiasm, to career@sxmairport.com. Please indicate "Project Coordinator" in the subject line of your email. Apply before **February 21, 2024**.

"Nurturing Ambition, Unleashing Potential: SXM Airport - Where Local Talent Thrives!"

