



Princess Juliana
International Airport
Operating Company N.V.

VACANCY:

Project Coordinator

Princess Juliana International Airport (PJIAE N.V.) mission is to be the regional Leader in providing safe, secure, quality and profitable airport services that contribute to the general economic and tourism development of St. Maarten /St. Martin and the region we serve.



Interested?

Submit your proposal to the HR department via email at HR@sxmairport.com no later than December 13th, 2019.

Need more Information?

Contact us for more information via telephone: +1 721 546 7507.

PJIAE N.V. is looking for a Project Coordinator. The Project Coordinator will provide support and advice to the project manager, executive sponsor and the project team on a variety of work packages. This person must be able to pro-actively handle all tasks with a high degree of responsibilities, discretion and confidentiality.

Applicant must possess the following:

- HTS or equivalent education level;
- Proven experience in a similar position;
- Proficient in Microsoft office
- Good technical skills and knowledge of project planning;
- Excellent communication and interpersonal skills;
- Good organizational and time management skills;
- Good at problem-solving and possessing strong analytical skills;

Job specification:

- Provides support to the executive Sponsor and Project Manager;
- Provides advice on project plans and proposals;
- Reviews technical documents 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 department and stakeholders, solving problems which may arise during project execution;
- Coordinates projects in such a way that the impact on airport visitors 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, logs up to date and in order;
- Facilitates meetings and workshops when required.

Note

No rights may be derived from this vacancy notice. PJIAE reserves the right to accept or reject any application submitted. PJIAE also reserves the right to cancel the process or to modify the requirements for the filling of the vacancy at any time