WORK VAPOR

Job Link: https://workvapor.in/jobs/remote-project-coordinator-it-projects/

REMOTE PROJECT COORDINATOR – IT PROJECTS

BASE SALARY

INR 6000 - INR 9000

DESCRIPTION

Job Role: Project Coordinator

Company: Miracuves Solutions
Location / Work Mode: Remote
Experience: Minimum 6 months
Salary: ?6,000 – ?9,000 per month
Employment Type: Full-time
Openings: 2 Positions
Working Days: Monday to Friday
Shift: Day Shift, 9:00 AM – 6:00 PM IST
Industry: IT / Software Development

HR / Contact Details

Email: hr@miracuves.com
Phone: +91 02269718399

About the Position

Miracuves Solutions is hiring a Project Coordinator to support software development projects. The candidate will coordinate with teams, track project progress, manage documentation and help ensure timely project delivery in a remote work environment.

Key Responsibilities

- Prepare and maintain project plans, schedules and timelines.
- Coordinate with teams to collect requirements and allocate resources.
- Track milestones, deadlines, deliverables and project progress.

- Identify risks, issues and dependencies and report them.
- Attend meetings, prepare minutes and follow up on action items.
- Maintain project reports, presentations and documentation.
- Coordinate with clients, vendors and internal teams.
- Support quality checks and document project changes.
- Ensure smooth communication between stakeholders and project teams.

Requirements

- Minimum 6 months of experience in project coordination, project management or a similar IT position.
- IT industry experience is mandatory.
- Experience with web or mobile application projects is preferred.
- Basic understanding of SDLC, Agile and Scrum.
- Familiarity with Jira, Trello, ClickUp, Asana or similar tools.
- Working knowledge of Slack, Microsoft Teams and Google Workspace.
- Good communication, organizational and time-management skills.
- Ability to handle multiple tasks and work independently.
- Strong problem-solving skills and attention to detail.

Preferred Qualifications

- Undergraduate: B.Sc IT, BCA, BE/B.Tech IT or Computer Science.
- Postgraduate: M.Sc IT, MCA, MBA IT or related technical discipline.
- PMP, Certified Scrum Master or Agile certifications are preferred but not mandatory.

Core Skills

Project planning, scheduling, tracking, reporting, stakeholder communication, risk management, documentation and team coordination.

Benefits

- Work from home
- Paid sick leave
- Exposure to live client projects
- Hands-on project management experience
- Supportive and collaborative team
- Long-term career growth opportunities

Important Note: Applications submitted through the BIZ channel will result in disqualification.

How to Apply

Send your updated resume to **hr@miracuves.com**.

HIRING ORGANIZATION

Miracuves Solutions

EMPLOYMENT TYPE

Full-time

JOB LOCATION

? Remote work from: India