



Process Technical Services
14550 Torrey Chase Blvd, Ste 220
Houston, TX 77014
1 (800) 426-2317
www.ProcessTechnicalServices.com

Project Execution Coordinator

The Project Execution Coordinator is responsible for coordinating and supporting all phases of project execution to ensure projects are completed safely, on schedule, within scope, and in accordance with client expectations. This role serves as a central liaison between project management, engineering, procurement, construction, commissioning, logistics, and field personnel to facilitate communication, track progress, and ensure project deliverables are successfully executed.

Responsibilities

- Coordinate daily project execution activities to support successful project delivery.
- Assist with project planning, scheduling, resource allocation, and workflow coordination.
- Monitor project milestones, deliverables, and schedules to identify potential risks or delays.
- Facilitate communication between project managers, engineering, procurement, construction, commissioning, logistics, clients, and contractors.
- Track project documentation, action items, meeting minutes, and status reports.
- Coordinate procurement activities and material deliveries to support project schedules.
- Assist with change management by tracking scope changes, schedule impacts, and project documentation.
- Support project startup, commissioning, turnover, and closeout activities.
- Ensure compliance with company policies, quality standards, safety procedures, and client requirements.
- Identify opportunities to improve project execution processes, communication, and operational efficiency.

Qualifications

- Associate's or Bachelor's degree in Engineering, Construction Management, Business Administration, Project Management, or a related field preferred.
- 8+ years of experience in project coordination, project execution, industrial operations, or construction support preferred.
- Strong organizational, multitasking, and time management skills.
- Experience supporting multidisciplinary engineering, construction, or industrial projects is preferred.
- Proficiency with Microsoft Office and project management or scheduling software is a plus.



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- Excellent communication, problem-solving, and interpersonal skills.