



Siddhan Intelligence

Innovate Your Journey

Job Title: Project Coordinator

Experience : 2 - 4 years

Location : Chennai

Role Overview

We are seeking a proactive and detail-oriented **Project Coordinator** to support the execution of projects across our product teams. In this role, you will help coordinate tasks, track progress, and ensure smooth communication between engineering, product, design, and business stakeholders. The ideal candidate will have strong project management skills, a collaborative mindset, and the ability to keep projects on track in a dynamic product-driven environment.

Key Responsibilities

Project Planning & Tracking

- Assist in defining project scope, timelines, and deliverables in alignment with product goals.
- Maintain detailed project schedules, monitor progress, and ensure timely updates to all stakeholders.
- Identify risks, blockers, and dependencies, and escalate when needed.

Cross-Functional Coordination

- Act as the bridge between product managers, engineering, QA, and design teams to align on priorities.
- Organize stand-ups, sprint reviews, retrospectives, and project meetings.
- Document meeting notes, action items, and track follow-ups.

Communication & Reporting

- Prepare and circulate regular project status reports highlighting progress, challenges, and next steps.
- Ensure transparent communication with leadership and stakeholders.



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Process & Continuous Improvement

- Support agile/scrum practices and contribute to improving delivery processes.
- Capture lessons learned and help optimize workflows for efficiency and predictability.

Qualifications

Education & Experience

- Bachelor's degree in Business, Engineering, Computer Science, or a related field.
- 2–4 years of experience as a Project Coordinator, Project Executive, or similar role in a **product-based company**.

Skills & Competencies

- Familiarity with product development lifecycles and Agile methodologies (Scrum/Kanban).
- Proficiency in tools such as **JIRA, Confluence, Trello, or Asana**.
- Strong organizational skills with the ability to manage multiple projects simultaneously.
- Excellent communication and interpersonal skills to collaborate with technical and non-technical teams.

Preferred Skills

- Certification in Agile or Project Management (CSM, CAPM, PMP, etc.) is a plus.
- Exposure to SaaS, cloud, or technology product environments.

How to Apply

Send your Resume to future@siddhanintelligence.com