

# Accenture Infrastructure and Capital Projects - Project Coordinator Openings

We have three project coordinator positions currently that we are looking to hire for in support of a major nuclear manufacturing project:

1. The Project Coordinators will be mainly supporting the PM's for design (x2) and fabrication (x1) with day-to-day scope management
2. Assist the PMs in planning and monitoring engineering and fabrication scopes to ensure timely delivery in adherence to project specifications
3. Maintain project documentation including status reports, change management, risk registers
4. Coordinate communication with project partners and stakeholders to resolve project issues and track deliverables
5. Liaise with suppliers, internal teams for compliance and quality assurance during both engineering and fabrication phases
6. Manage project related administrative tasks to maintain accurate records of project progress

We are looking for individuals who are motivated, well organized and excel at driving deliverables. These are fairly entry level positions; we'd be looking for individuals who are new grads up to maybe 1-2 years' experience.

We have no prerequisites in terms of education, engineering/technical background is a plus but not a hard requirement in any way. From what I've understood from our PMs, this role is all about having the right attitude.

Would be a great opportunity for some junior folks to get exposure to the heavy manufacturing and nuclear sectors.

The roles would require regular presence (3-5) days a week in Cambridge so ideally, we are looking for individuals who live in the area.

Applicants can email directly at [bojan.bogdanovic@accenture.com](mailto:bojan.bogdanovic@accenture.com)