

**Title:** Project Coordinator – Renewable Energy Projects

**Accountable to:** Director, Projects

**Location:** Bangalore, India

**Seniority:** Senior

**Job Type:** Full-Time, Remote

## Introduction

Edify Engineering solution is a Bangalore based advanced engineering and consulting organization that specializes in Strategic consulting services, Turnkey solutions, Manufacturing and Supply chain management services with a team of 20+ members from various technical & non-technical disciplines. Backed by a combined experience of over 120+ years, we deliver unique & disruptive solutions catering to customer needs and are driven by enthusiasm and endurance to achieve this goal.

Our client, Energy Vault is the creator of renewable energy storage products that are transforming the world's approach to utility-scale energy storage for grid resiliency. Our client's comprehensive offerings include our proprietary gravity, battery, hybrid/green hydrogen energy storage solutions and our technology-agnostic software suite that orchestrates and integrates multiple energy asset types (storage & generation) while optimizing dispatch, costs, revenues, and overall asset performance.

## About the role

The Project Coordinator will provide critical coordination and administrative support for renewable energy projects in Australia. This role ensures seamless communication between on-site Australian teams and remote support staff, focusing on logistics, documentation, scheduling, resource allocation, and compliance. The ideal candidate will excel in multitasking, cross-functional collaboration, and adapting to flexible hours to align with Australian time zones.

## What you will do

- Assist project managers with day-to-day project operations, including planning, scheduling, and budget tracking.
- Coordinate communication between internal teams, contractors, subcontractors, and clients, ensuring smooth project execution.
- Support project documentation, including contracts, change orders, and project reports, ensuring all records are up-to-date and accessible.



- Track project milestones, and update stakeholders on progress, ensuring deadlines and budgets are adhered to.
- Coordinate logistics, including scheduling materials, equipment, and resources for project needs.
- Monitor project expenses and assist in budget tracking, ensuring costs align with approved budgets.
- Manage meeting schedules and prepare agendas and meeting minutes, ensuring follow-up on action items.
- Ensure compliance with safety standards, project specifications, and legal requirements throughout the project lifecycle.
- Assist with change management, ensuring scope changes are documented and communicated effectively to all stakeholders.
- Support risk management efforts, identifying potential issues and working with the team to resolve them proactively.
- Provide general administrative support to project managers and team members as needed.
- Communicate regularly with stakeholders, providing updates on project status, risks, and key milestones.

#### **Qualification Requirements:**

- **Education:** Bachelor's degree in construction management, Project Management, or a related field.
- **Experience:** 5+ years in project coordination, preferably in **construction** or **renewable energy** projects.
- **Technical Skills:** Proficiency in MS Office, project management software (e.g., MS Project), and ERP systems (e.g., SAP).
- **Communication:** Fluent English (written/spoken); ability to simplify complex information.
- **Time Management:** Flexibility to overlap with USA/ Australian business hours as needed.
- **Cultural Awareness:** Sensitivity to Australian workplace norms and practices.

#### **Preferred Skills:**

- Knowledge of Australian renewable energy regulations (e.g., NER, AEMO).
- Familiarity with construction processes, safety regulations, and project specifications.
- Ability to coordinate multiple teams, contractors, and vendors effectively.