

JOB ANNOUNCEMENT FROM AREE GROUP

Position Title	Project Coordinator
Job Location	Erbil
Start Date	As soon as possible
Number of Posts	1
Application Deadline	N/A
Salary Range	2,100,000 – 2,600,000 IQD

JOB SUMMARY:

AREE GROUP for General contracting is looking for a qualified, flexible, and experienced Project Coordinator with Civil Engineering background and a minimum of 10 years of experience to join our team for its Head Office based in Erbil with regular site visits to other cities of Iraq if needed.

The ideal candidate will be responsible for coordinating all administrative and operational project activities, supporting project execution, and ensuring effective communication between project teams and management to ensure smooth execution, proper communication, and timely completion. He/she supervises daily support operations of our Head Office and stations/fields in Kurdistan and plan the most efficient coordination procedures. He/she will work with a team of professionals to complete a range of projects duties in different departments. A great Project Coordinator has excellent communication and organizational skills. The ideal candidate will be well-versed in departmental procedures and policies and will be able to actively discover new ways to do the job more efficiently. The goal is to ensure all project activities are carried on efficiently and effectively to allow the operations to function properly.

MAIN DUTIES AND RESPONSIBILITIES:

- Support project planning, scheduling, and reporting.
- Monitor project progress and assist in resolving technical and operational issues.
- Ensure proper documentation and project records are maintained.
- Coordinate daily project activities between departments, site teams, subcontractors, vendors, and management.
- Monitor project schedules, timelines, and progress updates.
- Prepare and maintain project documentation, reports, trackers, and correspondence.
- Follow up on pending tasks, action items, and deliverables.
- Arrange meetings, prepare minutes of meeting (MOM), and track follow-up actions.
- Support procurement, logistics, manpower, and material coordination related to the project.



- Ensure proper communication flow among all stakeholders.
- Assist the Project Manager in planning and reporting activities.
- Monitor compliance with company procedures and project requirements.
- Performs any other related tasks as required.

REQUIREMENTS:

- Bachelor's degree in Civil Engineering or other related field.
- Minimum 10 years of relevant experience in construction/projects coordination.
- Strong knowledge of engineering and project management software (MS Office, AutoCAD, MS Project, Primavera, etc.).
- Strong communication, coordination, and organizational skills.
- Ability to manage multiple tasks and work effectively under pressure.
- Strong verbal and written communication skills in English, Arabic, and Kurdish.

COMPETENCIES/KNOWLEDGE, SKILLS, AND ABILITIES:

- Strong analytical and critical thinking skills, with a high level of accuracy in calculations.
- Excellent time management skills to ensure project deadlines are met.
- Attention to details.
- Good coordination skills to effectively work with a diverse group of professionals working on one project.
- Ability to coordinate and manage various project elements at a time.
- Ability to work independently and as a team player.
- Be a resilience, adaptable and flexible team member.

IMPORTANT NOTES:

- Salary ranges: (2,100,000 – 2,600,000 IQD)
- Female candidates are strongly recommended to apply.
- Interested candidates are advised to please send your most updated CV to (jobs@areegroup.com) and please put (Project Coordinator) into the subject of the email.
- The deadline for applying is [21/05/2026](#)

