



### ***IT PROJECT COORDINATOR***

#### **About NRT**

NRT is a premier supplier of cash/ticket redemption and hardware solutions for the gaming industry. Key attributes of these solutions include faster transaction processing, lower handling costs, optimum reliability, and strategic positioning for new applications. The client's operating environment, communications with key industry interfaces, and satisfying regulatory requirements are important considerations for successful implementation of these solutions.

Our environment is entrepreneurial and fast-paced. Individual and creative contributions to our company objectives is highly encouraged and recognized. There will be abundance of opportunities to develop new skills and to benefit from interaction with a highly experienced leadership team.

Reporting to the Director of Technical Services, the IT Project Coordinator's primary mandate is to manage and coordinate client implementations (new, additional, upgrades) of NRT solutions.

The IT Project coordinator is expected to:

- Review processes and implement efficiency enhancing procedures
- Regularly interface with the client to successfully implement NRT solutions.
- Manage external projects using established project management methodologies and processes.

#### **Core Competencies**

- Communication
- Initiative
- Achievement/Results Oriented
- Teamwork
- Customer service
- Flexibility/Adaptability
- Problem Solving
- Building relationships

#### **Key Responsibilities – External Projects**

- Initiate, plan, execute, monitor & control and close external projects for new implementations, software upgrades and additions to existing installations at a client site.
- Develop critical project plans in conjunction with internal and external stakeholders, including:
  - Project scheduling, including resource requirements, allocation and responsibility
  - Establish communication plan to all relevant stakeholders.
  - Evaluate project risk factors and communicate action plans to all relevant stakeholders.
  - Translate firm sales orders into project plan (internal system tools, kickoff mtg., etc.)
- Convene, lead or participate in project meetings that involve client representatives, internal staff and third parties, from operational staff level to senior executive management.
- Execute project closure by conducting project post mortems or debriefings with both internal and external stakeholders.
- Request, monitor and analyze reports from trainers and installers.
- Track and manage the resolution of outstanding project issues or requirements.
- Recommend process improvements based on industry best practices or experience with other clients



## JOB DESCRIPTION

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FEBRUARY 2010

### Qualifications

- A proven track record of successful project implementation in a software environment
- Superior organization, written and client facing skills
- Experience of the entire project life cycle, able to operate in the initial conceptual design stage
- Thorough knowledge of MS Project and MS Office
- Familiarity in Project Management methods and techniques
- PMP certification preferred
- Previous casino/gaming experience an asset
- Some travel maybe required

### All applications MUST include:

- Your minimum annual salary expectation
- Why you consider yourself to be a good fit for this position
- A current resume in plain Word format

To apply for this position, please send your complete application (including the details above) to [hr@nrtech.com](mailto:hr@nrtech.com)

NRT would like to thank all applicants for applying, but only those applicants best suited for the position will be contacted.