



OAHU REGION HAWAII HEALTH SYSTEMS CORPORATION

CONTINUOUS RECRUITMENT UNTIL NEEDS ARE MET

DATE POSTED: AUGUST 2, 2024
JOB TITLE: CAPITAL IMPROVEMENTS & CONSTRUCTION PROJECTS COORDINATOR
POSITION NO.: EXEMPT
SALARY: NEGOTIABLE

FUNCTION AND LOCATION: The Project Coordinator directs and manages assigned projects to include creating and following project plans, creating and following organizational policies, maintaining programs, finances, and schedules to accomplish goals and objectives. In addition, this position directs assigned projects with adherence to planning, execution, monitoring, and closing within standard project management methodology and must adopt a standardized approach to the selection, implementation, controls, and governance of new initiatives from project initiation to project closure.

MINIMUM QUALIFICATION REQUIREMENTS:

- **EDUCATION:** Graduation from an accredited four (4) year college or university with a bachelor's degree. A degree in engineering or architecture is preferred. Excess work experience as described below in the experience section or any other responsible administrative or professional or analytical work experience which provided knowledge, skills, and abilities comparable to those acquired in four years of successful study while completing a university or college curriculum leading to a baccalaureate degree may be substituted for a bachelor's degree on a year-for-year basis. To be acceptable, the experience must have been of such scope, level and quality as to assure the possession of comparable knowledge, skills and abilities.
- **EXPERIENCE:** Three and a one-half (3 ½) years of professional work experience in managing large scale projects.
- **SPECIALIZED EXPERIENCE:** Three and a half (3-1/2) years of professional work experience in managing large scale projects.
- **CERTIFICATION:** Certification from the Project Management Institute (PMI) as a Project Management Professional (PMP) or comparable Project Management certification/experience is preferred.
- **LICENSURE:** Possession of a valid State of Hawaii Driver License (class 3) or any other valid comparable driver license required.

SUBMIT APPLICATIONS TO: RECRUITMENT OFFICER, LEAHI HOSPITAL, HUMAN RESOURCES OFFICE (2ND FLOOR), 3675 KILAUEA AVENUE, HONOLULU HI 96816
FAX: (808) 733-9811 / **E-MAIL:** oahujobs@hhsc.org

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