

Project Coordinator Contract

This Agreement

This Project Coordinator Contract ("Agreement") is entered into on [Date] between:

Company/Employer Name: [Name/Organization]

Address: [Employer Address]

Contact Information: [Phone/Email]

AND

Project Coordinator Name: [Name]

Address: [Coordinator Address]

Contact Information: [Phone/Email]

1. JOB DESCRIPTION

- **Role Title:** Project Coordinator
- **Purpose:** [Brief description of the role in managing and coordinating the project]

2. RESPONSIBILITIES

- Oversee project execution and ensure timelines are met.
- Manage team communication and deliverables.
- Prepare and submit project reports.
- Coordinate resources and stakeholders.

3. WORK SCHEDULE AND DURATION

- **Start Date:** [Employment start date]
- **End Date/Contract Duration:** [Duration of employment or project-based terms]
- **Working Hours:** [Specify work hours or flexibility requirements]

4. COMPENSATION

- **Salary/Payment:** [Hourly rate, fixed amount, or monthly salary]
- **Payment Frequency:** [Weekly, monthly, or milestone-based]
- Reimbursement policy for expenses (if applicable).

5. CONFIDENTIALITY AND NON-COMPETE

As per the standard clauses mentioned earlier.

6. PERFORMANCE REVIEWS AND TERMINATION

- Frequency of performance reviews.
- Termination conditions (notice period, cause, etc.).

7. SIGNATURES

Employer Signature:

Name: _____

Signature: _____

Date: _____

Coordinator Signature:

Name: _____

Signature: _____

Date: _____