## **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: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_