



JULY 2010

PROJECT COORDINATOR

About NRT

NRT is the recognized industry leader in self-serve redemption and jackpot solutions, and has placed over 4,500 devices in over 300 casino locations throughout Canada, United States, the Caribbean, Europe and Asia gaming markets. NRT Innovation has allowed substantial growth through its "Quick" line of products meeting the evolving demands of the gaming market globally. In 2009, NRT acquired the largest private Automated Teller Machine processing company in Canada, TNS Smart Network Inc. TNS provides daily processing and financial settlement services for a network of over 13,000 ATM's across Canada.

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 Manager of the Project Management Office, the Project Coordinator's primary mandate is to manage and coordinate client implementations (new, additional, upgrades) of NRT solutions.

The Project Coordinator is expected to:

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

Core Competencies

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

Key Responsibilities – External Projects

- Initiate, plan, execute, monitor & control and close external projects for new implementations, software and hardware 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.



JOB DESCRIPTION

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- Track and manage the resolution of outstanding project issues or requirements.
- Recommend process improvements based on industry best practices or experience with other clients

Qualifications

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

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