POSITION SUMMARY:

Under the supervision of the Innovation Strategist, the Project Coordinator provides day-to-day administrative support inclusive of assisting with special projects, conducting research, preparing reports, coordinating calendars, and preparing correspondence. This position requires a high-level of flexibility, as projects change directions and/or focus; all while attending to other issues/concerns, as they arise. Prioritization skills is also extremely important in this role, as multiple projects have similar timelines and deadlines. The Project Coordinator will play a key role in streamlining our company’s workflow as the link between various departments, employees, and vendors.

ESSENTIAL FUNCTIONS & RESPONSIBILITIES:

- Participates in project design meetings and propose improvements if necessary
- Develop an in-depth understanding of project scope and particulars i.e. timeframes, financials, outcomes
- Assist in planning and managing project schedules, team goals and new information
- Conducts thorough research, prior to starting a project, develops a detailed summary of findings
- Evaluate potential problems and technical hitches
- Manage project-related paperwork by ensuring all necessary materials are current and properly filed
- Assists with updating administrative policies, procedures, methods, and guidelines
- Assists with thorough project documentation and organization
JOB REQUIREMENTS:

SKILLS:

⇒ Highly proficient in Microsoft Office Suite: Outlook, Word, Excel, PowerPoint
⇒ Time management skills with the ability to meet deadlines
⇒ Documentation management and ability to use project management tools
⇒ Must be able to multi-task, while maintaining a high level of organization
⇒ Ability to manage multiple assignments and deadlines with accuracy
⇒ Excellent analytical and problem-solving abilities
⇒ Strong communicator with exceptional interpersonal skills

EDUCATION:

⇒ Working towards bachelor’s degree in business administration or a related field

EXPERIENCE:

⇒ Minimum 2 years of business administrative experience
⇒ Real Estate exposure is a plus but is not required

WORKING CONDITIONS:

⇒ General business/office environment
⇒ Must be able to lift up to 40 lbs on occasion, bend, sit and stand for prolonged periods of time when necessary

COMPENSATION:

• Job Type: Part-time: Monday – Friday, 9:00 AM to 3:00 PM
• Competitive hourly wage, based on experience
• Opportunity for growth available