

Position: Project Coordinator
Hours: Monday – Friday \ [8 AM] – [5 PM]
Compensation: TBD
Department: PMO
Supervisor: Aaron Brune

Position Summary:

Project Coordinator responsibilities include assisting Project Managers in organizing and executing ongoing projects. This involves monitoring project schedules, organizing and participating in stakeholder meetings, and assisting in ensuring project deadlines are met in a timely manner. To be successful as a Project Coordinator, you will need to be able to work on tight deadlines; be competent in using Microsoft Office applications; and have exceptional verbal, written, and presentation skills. A bachelor's degree in a related field of study and at least three (3) years of relevant experience in a vendor environment is required for consideration.

- Maintaining and monitoring project plans, project schedules, and task completion
- Organizing, attending, and participating in stakeholder meetings
- Documenting and following up on important actions and decisions from meetings
- Preparing necessary presentation materials for meetings
- Ensuring project deadlines are met
- Determining project changes
- Providing administrative support as needed
- Undertaking project tasks as required
- Ensuring projects documentation is maintained appropriately for each project
- Assess project risks and issues and provide solutions where applicable
- Ensure stakeholder views are managed towards the best solution
- Chair and facilitate meetings when needed and distribute minutes to project team members
- Create a project management calendar for fulfilling each goal and objective

Position Requirements:

- Bachelor degree in business or related field of study
- Three years' experience in a related field of vendor support
- Exceptional verbal, written, and presentation skills
- Ability to work effectively both independently and as part of a team
- Competency in Microsoft applications including Word, Excel, Project, and Outlook
- Knowledge of file management, transcription, and other administrative procedures
- Ability to work on tight deadlines

Inquiries:

Direct all inquiries to:
Intellectual Technology Inc.
2980 Coliseum Blvd E
Fort Wayne, IN 46805