



Position: Project Coordinator

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 to ensure completion of project deadlines. The Project Coordinator will also coordinate internal projects. The successful candidate must be able to work on tight deadlines; competent in using Microsoft Office applications; and have exceptional verbal, written, and presentation skills. An associate (bachelor preferred) degree in a related field of study and relevant experience in a vendor environment is required for consideration.

- Work closely with Project Manager and stakeholders to ensure that all projects are delivered on-time and within scope
- Maintaining and monitoring project plans, project schedules, and task completion
- Working with Project Manager communicating, managing, and documenting project changes
- Organizing, attending, and participating in stakeholder meetings
- Documenting and following up on important actions and decisions from meetings
- Preparing necessary presentation materials for meetings
- Report and escalate items to management as needed
- Ensuring project deadlines are met
- Providing administrative support as needed
- Undertaking limited projects as required
- Ensuring projects documentation is maintained appropriately for each project
- Assist with assessing project risks and issues and aid in providing 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

Position Requirements:

- Associate degree (Bachelor preferred) in business or related field of study
- Experience in a related field of vendor support
- Experience with Project Management preferred
- Exceptional communication skills (verbal and written)
- Ability to work effectively both independently and as part of a team
- Competency in Microsoft applications including Word, Excel, Project, and Outlook
- Ability to work on tight deadlines
- Strong organizational skills including attention to detail and multi-tasking skills
- Understanding or hands-on experience in software development preferred
- Adaptability supporting an internal or external client

Inquiries:

Direct all inquiries to:
Intellectual Technology Inc.
2980 Coliseum Blvd E
Fort Wayne, IN 46805
Email: employment@iti4dmv.com