

Job Title:	Project Coordinator
Position Type :	Full-time
Job Description	
<p><u>Job Purpose</u></p> <p>The project coordinator is responsible for overall project oversight and management from the initiation of the project in the client services department until final reports are accepted by the client. The project coordinator is the primary point of contact for project related issues.</p> <p>The Project Coordinator responsibilities include working alongside the Client Services Director to prepare project plans, schedule resources, and provide project direction.</p> <p><u>Direct Supervision Received and Exercised</u></p> <p>Client Services Director</p> <p><u>Duties</u></p> <ul style="list-style-type: none"> • Review project scope, and pass down to project lead • Direct the pre-project call and lead the project kickoff meeting • Create project plan/schedule • Verifies data scrubbing and commits • Provide client with weekly status update • Daily communication with Field Lead • Post daily status updates on project intranet • Verify daily transmission of data from project teams • Reviews client deliverables and verifies receipt of deliverables by client • Ensure all project prep work completed for following week • Duties of Inventory Specialist, Field Lead, and Senior Field Lead, as needed • Contributes to team effort by accomplishing related results, as needed • Other duties assigned by Asset Services management <p><u>Skills/Qualifications</u></p> <p>Ability to:</p> <ul style="list-style-type: none"> • Willingly travel 75% of the time • Willingly work in a variety of environments, including but not limited to offices, healthcare facilities, educational organizations, and manufacturing facilities • Move across a variety of surfaces including tile, carpet, concrete, etc., to identify and scan barcode tags • Accurately enter data on handheld computers 	

- Productively work, both, individually and within a team structure while establishing and maintaining effective working relationships
- Represent Asset Services while interacting with Clients in a positive and professional manner
- Familiarization/experience in medical equipment a plus
- Apply project management tools and techniques
- Operate a computer, use email and internet, efficiently; accurately enter and manage data by using proficient keyboard skills
- Communicate clearly and concisely, both verbally, and in writing; demonstrate active listening skills
- Think critically, use logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions or approaches to problems; utilize good judgment in decision making
- Focus on detail and accuracy
- Employ exceptional customer service with a positive and professional manner
- Easily adapt to a variety of changes in projects or situations
- Protect organization's value by keeping information confidential
- Deal with a wide variety of people on various issues
- Promote oneself, and Asset Services, with a professional appearance and manner
- Properly and responsibly use corporate credit card
- Contribute, in any capacity, to the success of the company

Advantages :

- Team atmosphere
- Travel opportunities
- Growth Potential

Experience and Training Guidelines

Education and/or experience:

Bachelor's degree in business, accounting or related field; relevant work experience in accounting or inventory; or any equivalent combination of education, experience, and training which provides the required knowledge, skills, and abilities, which may include a high school diploma.

License or Certification:

Possession of a valid driver's license and proof of liability insurance.

Working Conditions

Environmental Conditions:

Office environment; exposure to computer screens; travel required.

When working in the field, projects may require working in medical environments, near

manufacturing equipment, or outdoors, including rooftops.

Physical Conditions:

Essential and other important responsibilities and duties require maintaining physical condition necessary for walking, standing, and sitting for prolonged periods of time; may be required to push, lift, and/or carry light to moderate objects (50 lbs.), pull, bend, climb, crawl, kneel, reach overhead, and stoop; finger dexterity is essential.

Maintain mental capacity that permits making sound judgments regarding work and have regular attendance.

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