



MYS Project Management
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Project Coordinator Job Description

Summary

Under the direct supervision of the Project Director, MYS seeks a collaborative, self-starting professional to provide project support to an energetic and innovative project management team in a healthy virtual office setting. In addition to performing typical administrative functions, this position is expected to execute project-specific duties in a fast-paced environment while working on simultaneous projects as directed by the project management team. The position answers routine correspondence and assembles confidential and sensitive information for high-stakes projects. The role is expected to provide customer service to a diverse group of external contacts as well as internal staff at all levels of the organization. Independent judgment is required to execute, prioritize and organize a diversified workload and to recommend changes in job practices or procedures for the betterment of the organization and staff.

Essential Functions

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Under the direction of the company's project management team, assist with successful management of both short-term and long-term projects.
- Assist business development team with input on logistical and capacity estimates during sales process.
- Review and provide input on project schedules for assigned client projects.
- Track project milestones and alert project management team of pending deadlines.
- Schedule and review project-related travel expenses and related reporting.
- Organize and manage internal project documentation.
- Perform quality control reviews on deliverables, including proofreading for spelling, grammar and consistency of layout, as requested.
- Prepare monthly invoicing summaries and related documentation.
- Assist with scheduling and organization of virtual and in-person meetings including securing logistics, as needed.
- Maintain strong client, contractor, vendor, and internal relationships.
- Perform general administrative duties for internal and external resources.
- Prepare formal correspondence including meeting minutes, call notes, memos, and charts for internal and external meetings.
- Lead or assist with internal marketing initiatives including preparation of materials, digital communication, and database management.
- Periodically conduct corporate errands (e.g., Post Office Box, bank deposits)
- Lead online research initiatives, as requested (e.g., competitor service and rate comparisons, RFP searches)

Expected Competencies

1. Thoroughness and Attentiveness to Detail
2. Exceptional Interpersonal Skills
3. Ability to Learn and Utilize Technical Terminology
4. Advanced Knowledge of Microsoft Office Suite
5. Strong Organizational and Communication Capacity (Speaking and Writing)

Supervisory Responsibility

This position has no supervisory responsibilities.

Work Environment

This job operates in a virtual office environment. Employees are provided a laptop computer with applicable software and are partially reimbursed for internet service.

Physical Demands

This is largely a sedentary role; however, the ability to lift project materials up to 40 pounds may be required.

Position Type and Expected Hours of Work

This is a full-time salaried position eligible for a benefits package. Candidates must be available for work during typical business hours, which can vary based on client and corporate needs. Weekend duties may be required from time to time, as requested.

Travel

Up to 25% travel is expected for this position.

Required Education and Experience

1. Bachelor's degree.
2. 3-5 years of experience supporting large-scale programs or projects in high-stakes environments.
3. Authorization to work in the United States.

Preferred Education and Experience

1. PMP Certification
2. Experience in the following industries: IT, assessment, evaluation, construction, diversity, marketing