

### **CLIENT OVERVIEW**

A professional services firm with highly skilled management consultants who provide a psychological perspective to help senior executives is seeking a Project Coordinator for their Philadelphia/Atlanta offices; however the role can be remote. This firm combines business acumen, expertise, and an understanding of leader analytics, to translate insights into practical and strategic solutions that accelerate the growth and performance of individuals, teams, and companies.

### **POSITION SUMMARY**

The Project Coordinator will be accountable and involved in all the support services necessary to deliver consulting work in the Philadelphia/Atlanta office and can be performed remotely. In addition to working well with others, this person will need to apply critical thinking and a strategic mindset to provide optimal account management and support. The successful individual needs to be highly organized and flexible to support doctoral-level consultants and interface with senior level client executives. Inherent skills should include the ability to set priorities when confronting conflicting demands and attend to administrative responsibilities and deadlines associated with complex projects.

### **ESSENTIAL DUTIES**

- Maintain comprehensive tracking of resources and work requests using a portfolio management tool and other collaboration tools.
- Effectively communicate relevant delivery information to stakeholders and cross-functional support team.
- Collaborate with a team of support staff to ensure that all scheduling, billing, expenses, deliverables and other activities that support consultant work are completed in a timely, organized and professional manner.
- Manage delivery risk for client deliverables within the Region and work directly with consultants to escalate and manage this risk.

## Project Coordinator

### REQUIREMENTS

- 3+ years of professional project coordination experience
- 4 year college degree
- Experience supporting remote professionals
- Event management experience strongly preferred, as well as a system oriented mindset
- Critical thinker with strong ability to proactively analyze and solve problems; takes initiative
- Strong planning and decision making skills
- Excellent communication (written and verbal), time management, and organization skills with strong attention to detail
- Event management experience, strongly preferred
- Committed to excellence; strong service and team orientation
- Diplomatic and tactful; handle confidential information appropriately