

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/Administrative Assistant for their New York/Philadelphia office. 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/Administrative Assistant will be accountable and involved in all the support services necessary to deliver management consulting work. 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.
- Understand and anticipates consultant's needs and travel preferences, efficiently addresses last minute changes and resolves any unexpected issues
- Assists consultants in preparing business expense reimbursements
- Responds quickly and proactively to consultant's scheduling requests, works with relevant parties to schedule and confirm conference calls, appointments and meetings

- Reviews consultant's calendars regularly to identify and resolves any scheduling conflicts or challenges

REQUIREMENTS

- 3+ years of administrative assistance supporting senior leadership
- 4 year college degree
- Experience supporting remote professionals
- 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
- Committed to excellence; strong service and team orientation
- Diplomatic and tactful; handle confidential information appropriately