



## Project Coordinator

We believe that digital transformation can be a force for good, improving the lives of everyone involved. To achieve this mission, we rely on a team of techno marketers that know Salesforce. We have been a Salesforce partner since before there was an ecosystem and have been privileged to help some of the world's most celebrated brands on their path to digital transformation.

We accomplish this with incredible people working and coordinating our projects. Our projects are the cadence of our business. The Project Coordinator role for ListEngage provides administrative-level support to client projects, project managers, and areas of system-level compliance.

At ListEngage, we believe that talent trumps location, and that communication, respect, and team work are the values that enable us to deliver for each other, our stake-holders, and our customers.

### What we are looking for

- 2-4 Year College Degree (*or working towards*)
- Previous experience as a project coordinator, project administrator or similar role
- Knowledge of project management software (experience with Mavenlink a plus)
- Team oriented
- Positive, "willingness to learn" attitude
- Ability to follow instruction, work independently, with minimal daily direction
- Strong communication, organization and time management skills
- Ability to assist in identifying areas of improvement related to processes
- Ability to work with varying levels of roles within the organization and cross-functional teams (up to and including Senior Leadership, key stakeholders)
- Ability to work in the United States

### What You Will Be Doing

#### Project Coordinator

- Creation of projects, internal admin support, & monthly compliance checks for active engagements that do not have a dedicated project manager (*non-client facing projects*)
- Confirming accuracy & presence of key project and task level data points that support KPI & system reporting (*maintaining data integrity*)
- Monitoring project progress and identifying key issues/risks
- Creation of project status reports, as requested
- Participation on client-calls, as needed
- Scheduling 'virtual' internal & client meetings as requested
- Assisting PM's with creating & modifying project plans, hours reports

## Mavenlink Administration

- Creation of monthly project health reports
- Confirming & adding forecasted hours for each project resource (i.e., allocations)
- Providing hours reports as requested
- Providing Senior Leadership & Project Managers with project-level reporting, as requested
- Creating deliverables & tasks within projects
- Adding/modifying task due dates
- Adding new team members to projects & tasks
- Ensuring compliance with project (task) level time entries and resource follow-up, as needed
- Ensuring the data is present which supports project health reports

\*Role expected expand & grow based on needs of the business

**If you're interested, so are we! Send your resume our way, and we'll contact you for a phone interview.**

At ListEngage, we aim to change the world by challenging the traditional consulting model by building a flexible, delivery focused organization that can deliver on the promise that we have made to each other. We are an equal opportunity employer and love diversity at our company! We do not discriminate on the basis of race, religion, color, national origin, gender, sexual orientation, age, marital status, or disability status.