

Project Coordinator

Summary

The Project Coordinator will be responsible for the managing and coordinating of multiple projects at one time. Supporting the execution of strategic marketing programs, the Project Coordinator will work closely with the Marketing Team to ensure all projects are completed effectively and efficiently. With responsibilities including tactical project management, the Project Coordinator will assist the Marketing Team in the execution of local, national and global marketing campaigns.

Essential Duties and Responsibilities

- Confers with the Brand Managers to understand the scope of their projects; meets with the project team as needed to ensure each team member understands their responsibilities and accountabilities.
- Coordinates activities, resources, equipment and information and brings to the attention of the Brand Managers any coordination issues which the Project Coordinator cannot resolve.
- Creates and maintains project schedules; creates responsibility lists for those who are involved in the project.
- Uses project scheduling and control tools to monitor project plans, work hours, budgets and expenditures.
- Keeps the Brand Managers and others informed about project status and issues that may impact client relations.
- Manages marketing event data updates to the Corporate Calendar; conscientious of timelines and project deadlines, helps to coordinate project completions.
- Budget tracking and management as it relates to the respective projects; keeps up-to-date with purchase orders; prepares budgetary and progress reports on a regular basis.
- Assists in setting up the systems and framework on how all projects will be organized and archived; assists in developing project strategies in collaboration with the Marketing Manager.
- Gathers all relevant information needed to coordinate the projects; ensures that the projects and all related processes run smoothly.
- Communicates ideas for improving company processes with a positive and constructive attitude.
- Collaborate with the print production dept. to create an electronic weekly shareable print schedule to track all projects submitted to print production on a weekly, monthly basis. Insure that all print projects are completed on schedule.
- Other duties may be assigned.

Key Attributes

- Ability to prioritize and handle multiple tasks in a demanding work environment.
- Excellent organizational and project management skills.
- Ability to communicate with multiple members of the team effectively.
- Ability to work on multiple projects at a time.
- Must be a strong conceptual thinker; able to thrive in a deadline driven environment.
- Exceptional time and schedule management; ability to see projects through to accurate and timely completion.
- Operate with a sense of urgency and a high attention to detail.
- Excellent communication, organization and file management skills.