



https://www.orthodonticexperts.com/job/project-coordinator__trashed/

Project Coordinator

Description

Orthodontic Experts is seeking to hire a Project Coordinator who will be in charge of assisting our Project Manager in organizing our ongoing projects. This job involves monitoring project plans, schedules, work hours, budgets, and expenditures, organizing and participating in stakeholder meetings, and ensuring that project deadlines are met in a timely manner.

To be successful as a Project Coordinator, you will need to be able to work on tight deadlines, be competent in using Microsoft Office applications such as Word and Excel, and have exceptional verbal, written, and presentation skills.

Responsibilities

- Maintaining and monitoring project plans, project schedules, work hours, budgets, and expenditures.
- Organizing, attending, and participating in stakeholder meetings.
- Documenting and following up on important actions and decisions from meetings.
- Preparing necessary presentation materials for meetings.
- Ensuring project deadlines are met.
- Determining project changes.
- Providing administrative support as needed.
- Undertaking project tasks as required.
- Developing project strategies.
- Ensuring projects adhere to frameworks and all documentation is maintained appropriately for each project.
- Assess project risks and issues and provide solutions where applicable. Ensure stakeholder views are managed towards the best solution.
- Chair and facilitate meetings where appropriate and distribute minutes to all project team members.
- Create a project management calendar for fulfilling each goal and objective.

Qualifications

- Bachelor's degree in business or related field of study.
- Experience in related field a plus.

Personality Traits

- Exceptional verbal, written, and presentation skills
- Ability to work effectively both independently and as part of a team
- Experience using computers for a variety of tasks
- Competency in Microsoft applications including Word, Excel, and PowerPoint
- Knowledge file management, transcription, and other administrative procedures
- Ability to work on tight deadlines
- Detail Orientated

Hiring organization

Orthodontic Experts

Employment Type

Full-Time

Industry

Dental/Orthodontics

Job Location

1250 W Northwest Hwy #103, Mt Prospect, IL, 60056, United States

Working Hours

Monday-Friday 8:30PM-5:30PM
May Need to Travel

Base Salary

\$ 40,000 - \$ 50,000

Date posted

September 13, 2020

Valid through

30.11.2020

- Self Motivated

Job Benefits

- 401(k)
- Dental insurance
- Disability insurance
- Employee assistance program
- Health insurance
- Life insurance
- Paid time off
- Professional development assistance
- Vision insurance