

## Project Coordinator

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The Project Coordinator will coordinate all operational aspects of small to medium size client projects, and will support Project Managers in executing large global client projects. Project Coordinators serve as a key resource for keeping project execution on track internally through project planning and monitoring. As primary contacts for fielding client requests, they are also critical to the ability of PDI Ninth House to provide excellent customer service. In this role, your presence in the office is key to our clients' experience and will require you be available periodically as early as 7:00 AM.

### JOB RESPONSIBILITIES

- Contact partner for Customers and Consultants
- Support of customer managers with administration and organization of complex projects and processes, with follow-up activities and general administration
- Organisation and co-ordination of 360°-Feedbacks, Trainings and coaching projects.
- Administration, and follow through of assessments
- Set up and monitor client online projects, using PDI specific software
- System updates including maintaining contact/account information on Consultant's clients and prompting Opportunity Updates for forecast
- SAP project work and invoicing
- Provide administrative support for consultants in writing proposals, presentations (proof-reading, layout)

### EXPERIENCE AND EDUCATION REQUIREMENTS

- Minimum 2 years college or associate's degree required.
- 2+ years administrative and/or support experience required.
- Strong PC skills (MS Word, Excel & PowerPoint) and ability to learn internal database software.
- Very good German and English (written and spoken), further languages are advantageous

### COMPETENCIES

- Strong problem-solving skills and a high degree of initiative and drive to exceed expectations.
- Customer service focus and the ability to build strong working relationships with both internal and external clients.
- Detail-oriented with excellent organizational skills and the ability to prioritize and work under pressure.
- Excellent written and verbal communication skills that allow successful interaction with all areas of the organization and with external clients.

## Job Title

- Solid interpersonal skills with the demonstrated ability to develop and maintain productive relationships at all levels of the organization.
- Work independently and very proactively with minimal direction/supervision.

**PDI Ninth House** is the premier global leadership solutions company with distinctive expertise in accelerating leadership effectiveness to maximize organizational performance. We have more than 40 years of experience in helping clients identify, manage, develop, and promote superior leaders across all levels of the organization. PDI Ninth House uses a unique combination of innovative, field-tested strategies; state-of-the-art technology; and proven processes to tailor specific solutions for our clients. PDI Ninth House partners with the world's leading organizations, enabling them to address critical leadership challenges with innovative solutions. Our aim is simple—the well-placed confidence that clients' current and future leaders are distinctively stronger than their competition, resulting in sustained, superior performance.

**PDI Ninth House** provides employees with the opportunity to build their career in a stimulating, multicultural environment as well as offering competitive compensation and benefits. PDI Ninth House is an equal opportunity employer (EOE).

**Job reference:** REQ # LS 4035

Please send applications to [career-emea@personneldecisions.com](mailto:career-emea@personneldecisions.com)