

Project Coordinator (Atlanta)

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.

This is a temporary, full-time position that may turn into a full-time position based on continuing high client demand.

JOB RESPONSIBILITIES

- Create project plans and project updates, and facilitate project team communications.
- Primary responsibility for single scope work: single offerings, small volume projects.
- Edit project documents and materials.
- Schedule internal and external project meetings for client-focused project work.
- Complete client and project set-up in SAP with information from client and client team.
- Coordinate materials production for client-focused meetings
- Schedule coaching and leadership development delivery work with Core Delivery team members.
- Coordinate delivery of assessment tools including project set up, scheduling, status monitoring, pulling reports, editing presentations
- Coordinate delivery of workshops including coaching, pre-work, testing and coordination with off-site delivery locations
- Client facing delivery coordination on-site including test/assessment administration and training preparation – local psychometrist.
- Create, refine and/or edit talent grids, summary analyses or integration grids
- SAP work: SAP intakes, billing, invoicing for non EZ-Intakes
- Monitor project financials and flag concerns
- Maintain online client documentation, and upload to internal Portal site
- Administer assessment centers in conjunction with Project Manager
- Provide project support to Project Managers or Sr. Project Coordinators as needed
- Monitor project forecast each month; raise questions to the Project Manager, Account Manager, and/or Director of Client Solutions for that project.

EXPERIENCE AND EDUCATION REQUIREMENTS

Project Coordinator

- 2-year college or Associates degree required; Bachelor's degree preferred.
- 2+ years experience in project coordination or operational support.
- Minimum of corporate internship experience required, 1 year corporate setting experience preferred
- Strong project management skills.
- Advanced proficiency in MS Word, Excel, Outlook, and PowerPoint with the ability to learn challenging internal software programs.
- Experience with SAP a plus.

COMPETENCIES

- High attention to detail.
- Strong creative thinking and puzzle solving skills.
- Strong customer service focus.
- Ability to think critically and apply judgment when executing processes.
- Knowledge and effective use of source material to resolve questions (e.g., client mgt site on Portal).
- Build and foster relationships with cross-functional and remote teams, at all levels of the organization, both internally and with clients.
- Excellent written and verbal skills.
- Organize and prioritize multiple requests.
- Capacity for high productivity with repetitive work.
- Ability to influence without authority.
- Deal with pressure and deadlines – good stress management.
- Flexibility to handle changing demands.
- Ability to anticipate problems and identify alternative solutions.

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.

Project Coordinator

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 # PW2053