

Project Coordinator

COMPANY SUMMARY

Are you ready for an exciting career with a technology firm that is working on cutting-edge products? Then come join the geoAMPS team and be part of a software-product organization that has a cool work culture, great work atmosphere and amazing growth potential. geoAMPS is currently seeking a **Project Coordinator** to join our team in Powell, Ohio.

geoAMPS is the market leader in providing software solutions to manage land rights and infrastructure assets. geoAMPS was founded on a simple notion: offer the best technology solutions while forming lasting relationships with our clients. We are pushing the industry forward by bringing state-of-the-art technology, increased communication and quicker project completions for our customers.

JOB SUMMARY

A successful **Project Coordinator** will be expected to partner with the Project Manager(s) to schedule, track and maintain progress on multiple projects at one time.

The **Project Coordinator** will act as liaison between multiple parties among the team members (developers, business analysts, customers and others) to ensure tasks are addressed and completed smoothly. We are looking for a smart, hard-working individual with great communication skills and extreme attention to detail.

PRIMARY RESPONSIBILITIES

- Managing day-to-day activities of projects and staff to include tracking, assignment and status updates of action items throughout the project lifecycle
- Coordinating with Project Manager and Leadership to ensure priorities are identified, shared with appropriate team members and kept on track throughout the lifecycle of the project
- Scheduling of status meetings and project meetings as needed with both internal and external team members
 - Time Zone Management
 - Cross Company Scheduling
- Ensuring project plans and project documentation is kept up to date and in a central repository for utilization by the team and management
- Proactively communicating project status, action item status, issues and risks with Project Manager, project team, clients and management
- Documenting and escalating risks and issues to the Project Manager for resolution

SKILLS/EXPERIENCE

- 1-3 years of experience in project coordination, preferably in the software-product industry
- Right-of-Way experience is preferred and a plus, but not required.
- Desire to be a part of a fast-paced, high-energy environment
- Have a "can-do" positive attitude
- Ability to adjust and set priorities to meet deadlines
- Self-motivated with ability to drive projects
- Proven ability to build relationships and collaborate
- Can effectively communicate project information to clients and superiors
- Continuously identifies areas of improvement and offers innovative and constructive solutions
- Excellent written and verbal communication skills
- Knowledge of the software-development lifecycle

EDUCATION

- Bachelor's degree or an equivalent combination of education and experience
- H1B visa sponsorships are not available at this time

WHAT IS IN IT FOR YOU

- Being an integral part of a dynamic, growing company that is well-respected in its industry
- Competitive pay based on experience
- Medical, dental and life-insurance benefits

***You must be legally entitled to work in the United States in order to apply for this position. geoAMPS is an equal opportunity employer.**