



PROJECT COORDINATOR INTERN

The Project Coordinator is a Project Manager in training. Under the guidance of a Project Manager, the Project Coordinator is responsible for managing custom software project execution within the constraints of scope, quality, time and cost, to meet specified requirements and for meeting customer satisfaction.

Job Requirements

- Provides administrative support for the Project Manager.
- Schedules and coordinates meetings, including making and communicating all necessary travel arrangements.
- Facilitates the flow of job-related materials for the Project Manager to the development and/or quality assurance departments.
- Coordinates and manages details associated with project schedules. Update plans with actuals and forecasts and manage deviations from plan.
- Facilitate communication to all project team members, under the direction of the Project Manager. Communicate issues to the next level of management.
- Maintain an issue log and ensure that the Project Manager is apprised of issues that result in serious risk.
- Ensure that all project requirements and/or objectives are properly documented.
- Document, obtain approval for and track all changes in project parameters.
- Ensure completion of all project documentation and archiving of appropriate records.
- Coordinate technical support efforts to effectively diagnose and correct reported support issues.

Job Requirements, Qualifications

- Working towards a bachelor's degree, preferably in business, finance or computer information systems.
- A strong work ethic.
- Very strong oral, written and interpersonal communication skills.
- Very strong problem-solving skills.
- Highly organized, with ability to prioritize work when working on multiple projects with tight deadlines.
- Strong attention to detail.
- Ability to work independently, with little or no direct supervision. Must be a self-starter.
- Work equally well as part of a team.

Other Qualifications: 3.1 minimum cumulative GPA, Senior

About SalesPage Technologies, LLC

Company Size: 10-50 Employees

Industry: Internet & Software, Private Company

Headquarters: 2725 Airview Blvd, Portage, MI 49002

Website: www.salespage.com

SalesPage Technologies provides data management, sales reporting and turnkey CRM solutions to the financial services industry. SalesPage collaborates with each client to deliver solutions expertly tailored to their unique requirements. Every solution starts with the appropriate SalesPage foundation, then integrates the client's own best strategies, leveraging their existing technology investments and readily adapting as the client's needs change and grow. The growing list of SalesPage clients includes Allianz Global Investors, BlackRock, Eaton Vance Management, Federated Investors, NEI Investments, Nuveen Investments, and Virtus Investment Partners. For over 30 years, SalesPage has been working with firms like these to solve business challenges with industry leading software solutions. We're looking for intelligent and passionate individuals to join our team and help continue our advancement towards being the most respected and in-demand distribution management partner in the industry.