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## Project Coordinator

Tecology, Inc. - Vancouver, WA

\$55,000 a year

**Description:** The Project Coordinator is responsible for project support to the Solutions team in the form of meeting scheduling/facilitation, project tracking, documentation review, and acting as a liaison between the team and our clients when needed. To be successful, a candidate must have excellent written and oral communication skills and a strong desire to be collaborative with the team. This position reports directly to the Solutions Team Project Manager.

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### Responsibilities:

- Handle basic administration functions and provide analysis and documentation of certain project aspects
- Draft and review project documentation including statements of work, project plans, deliverables, training materials, etc.
- Assist with implementation of new processes/procedures
- Coordinate meetings and manage detailed project plans to support software/hardware
- Create project plans, draft timelines, and build budgets
- Report on progress and provide regular updates to Tecology and client management
- Act as a liaison between clients and staff
- Manage low complexity projects as needed
- Perform other duties as assigned by the Solution Team Project Manager

### Required Qualifications:

- Self-starter with strong initiative, proven ability to multi-task and adapt in a quick changing environment
- 2+ years project coordination experience
- Excellent oral and written communication skills; comfortable presenting to varied audiences
- Meticulous attention to detail and strong organization skills
- Ability to bridge the gap between the client and our team
- Ability to navigate complex interpersonal situations in a professional and gracious manner
- Ability to diagnose problems and follow through to resolution and closure of issues

### Desired Qualifications:

- Technical writing ability
- Advanced Microsoft Office Suite ability
- Knowledge/experience with SharePoint

**Salary Range:** \$55,000 - \$70,000 DOE

Project Coordinator applicants must live in the Portland/Vancouver metro area. This is NOT a telecommute position.

Job Type: Full-time

Salary: \$55,000.00 /year

Required experience:

- Project Coordinator: 2 years
- Advanced Microsoft Office Suite: 1 year

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