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## Project Coordinator

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Small, sophisticated, and fast-growing consulting business looking for a Project Coordinator. We partner with leading law firms, financial service firms, and companies to develop growth strategies and provide innovative business development coaching and training programs. **Most importantly, we love our work and our clients and have the strong results and supportive team environment to show for it.** If you are passionate about helping others succeed, you may be a good fit for our culture.

The ideal candidate is proactive, smart, trustworthy, attentive to detail, well-organized, and has a positive attitude and a strong sense of urgency. The candidate must be able to switch gears seamlessly and able to handle time sensitive projects. Strong written and verbal communication skills, including the ability to interface professionally with our clients, are critical.

This is a full-time position; the normal working hours will be between 8:30 AM and 5:30 PM. Special events may occur outside of those hours. Compensation is attractive and commensurate with experience level. The candidate will need to hit the ground running and take initiative as this is a fast-moving team and a growing business.

### Responsibilities:

- Preparation, review and production of proposals, pitch materials, and presentations
- Logistical and administrative support of projects and senior team members
- Online research
- Support and coordination of live and virtual training events
- Updating and maintaining project milestones and action items in project management software
- Organizing incoming documents and files from clients
- Coordinating scheduling, preparing reports, and maintaining client tracking database
- Reviewing all final deliverables and reports for formatting and accuracy
- Writing and graphic design for email, social media, and other digital marketing posts and initiatives
- Social media management: ensuring social media platform posts and interactions are consistent and timely.
- Monitoring and reporting on performance
- Analysis of survey data (*Desired*)

### Ideal Candidate Is:

- A hardworking self-starter who achieves significant results in a time sensitive environment
- Dependable: more reliable than spontaneous
- Adaptable/flexible: enjoys doing work that requires frequent shifts in direction and can do so while maintaining impeccable attention to detail
- Achievement-oriented: enjoys taking on challenges, even if they might fail
- Able to articulate and relay information in an effective, efficient manner
- Passionate about solving problems in a practical manner
- A team player with a positive attitude who can build enduring relationships, exhibit dedication, and assume responsibility
- An articulate communicator who also recognizes the importance of listening
- Principled and committed to the highest standards of ethical behavior and confidentiality
- Eager to learn and willing to pitch in wherever needed on a team or project

**Requirements:**

- Bachelor's degree, preferably with a focus in Marketing, Communications, Business, Economics, or Finance
- Minimum GPA: 3.0 / 4.0
- Minimum of one year of related experience and/or a relevant internship, preferably in marketing, professional services and/or law firm environment
- Excellent PC skills and an advanced knowledge of Excel, Word and PowerPoint (will be tested)
- Strong graphic design skills and experience using Adobe CS (InDesign, Illustrator, and PhotoShop) (will be tested)
- An effective oral and written communicator
- Authorized to work in the US
- High sense of urgency, with the ability to meet deadlines
- Excellent time management and organization skills, with the ability to prioritize work
- Comfortable dealing with senior management and clients
- Strong data analysis skills and highly proficient with Microsoft Excel (*Desired*)

**Interested candidates should send their Resume and a Cover Letter to Precious Owodunni:  
info@mtopconsulting.com**