

Project Coordinator

Small, sophisticated, and fast-growing consulting business looking for a Project Coordinator. We partner with leading law firms, financial service firms, and other types of 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 that is currently remote but will be in-person in downtown Houston starting in September 2021. 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, including on virtual meeting platforms
- Support and coordination of live and virtual group coaching programs, including on virtual meeting platforms
- 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
- Potential additional responsibilities, depending on candidate's background:
 - 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

Ideal Candidate Is:

- A hardworking self-starter who achieves significant results in a fast-paced and rapidly changing environment
- Well-organized and attentive to every detail
- Consistent and productive. Able to develop and follow detailed processes
- Adaptable: enjoys doing work that requires frequent shifts in direction and can do so while maintaining impeccable attention to detail
- An avid learner who enjoys taking on new challenges and solving problems
- Able to communicate in a professional, efficient manner – verbally and in writing
- A team player with a positive attitude who can build enduring relationships and assume responsibility
- An excellent listener and notetaker
- Principled and committed to the highest standards of ethical behavior and confidentiality
- Willing to pitch in wherever needed on a team or project
- Eager to learn new software and savvy with the use of technology for internal processes and client work

Requirements:

- Bachelor's degree with a minimum GPA of 3.3 / 4.0
- Minimum of three years of related experience, preferably in a professional services or law firm environment
- Excellent PC skills and an advanced knowledge of Microsoft Outlook, Excel, Word, and PowerPoint (will be tested)
- Experience with virtual meeting platforms, such as Zoom and Teams
- An effective oral and written communicator (will be tested)
- 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

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