

Project Coordinator

Overview:

u.ni.corn “Something that is highly desirable and difficult to find.”

Are you the unicorn that we are looking for? We are an established, successful consulting boutique whose clients include Shell Oil Company, Kirkland & Ellis LLP, Wal-Mart, Johnson & Johnson, Susman Godfrey LLP, and other prestigious financial services, law, and private equity firms. Our unicorn is a hard-working, continual learner who is more energized by teamwork than individual contribution. This candidate is passionate about exceeding clients’ expectations on every project. They are an “A” player who wants to work with a team of exceptional people in an agile, fast-paced environment. We are a true meritocracy where the opportunities for professional growth and learning are limitless.

To succeed in our culture, you must be proactive, smart, attentive to detail, well-organized, and have a positive attitude and a strong sense of urgency. You must be able to handle time sensitive projects, juggle several projects successfully, and switch gears seamlessly. You must also have the confidence to anticipate and initiate needed actions if goals are not being met.

This is a full-time position with a hybrid work schedule. It will be in-person 3 days a week in downtown Houston. To protect each other and meet client requirements, all employees must be fully vaccinated for covid-19 and update that vaccination as boosters become available. Typical working hours will be between 8:30 AM and 5:30 PM. Compensation is attractive and commensurate with experience level.

Responsibilities:

Client Relations & Business Development

- Serve as a liaison between prospective clients and the Mountaintop team
- Provide excellent customer service to our clients as well as consultants
- Compilation and analysis of business development and sales activities, including reporting on performance and developing recommendations for ongoing improvements
- Preparation, review, and production of proposals, pitch materials, and presentations
- Manage client onboarding process
- Coordinate with the internal team on scope of work documents and create work plans in Mountaintop’s project management system
- Collaborate with colleagues, client teams, and other vendors to implement business development initiatives
- Develop and update company and client marketing collateral
- Follow established workflow processes and track progress in proposal and project management programs
- Logistical and administrative support of projects and senior team members
- Online research
- Review all final deliverables for formatting, accuracy, and compliance with brand guidelines and content strategies
- Assist with one-off client projects and other administrative tasks as requested

Training Support

- Provide technical support as well as support client engagement during live, online webinars and workshops
- Build strong relationships with clients and internal facilitators by providing clear communication and creative solutions to problems that may arise. This will include a kickoff meeting prior to a training, logging into the session early, and being available for debriefing
- Assist facilitators with administrative tasks such as capturing participant comments and distributing digital participant materials if needed
- Support a variety of online webinar platforms including Zoom, Webex, and Microsoft Teams and be willing to learn additional platforms as needed

Ideal Candidate Is:

- A well-organized, hardworking, adaptable self-starter who is effective working in a fast-paced and rapidly changing environment
- Enthusiastic and capable of serving as an ambassador for Mountaintop's work and core values
- Strategic thinker who is comfortable engaging clients and prospects to drive new business opportunities
- Someone who enjoys connecting with people and quickly develops trust-based relationships
- Consistent and productive. Able to develop and follow detailed processes
- Enjoys 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
- A team player with a "can do" attitude
- An excellent listener
- 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:

- Proof of vaccination for covid-19
- Authorized to work in the US
- Bachelor's degree with a minimum GPA of 3.3 / 4.0
- A demonstrable track record of success in all aspects of client service, including composing proposals and/or pitch documents
- Two years of related experience, preferably in a professional services or law firm environment a plus
- Proficiency in Microsoft Office (Outlook, Word, PowerPoint, Excel, Publisher), email management systems, proposal software, and CRM systems
- Knowledge of Canva, Google Analytics, HubSpot, Survey Monkey, or Proposify a plus
- An effective oral and written communicator (will be tested)
- High sense of urgency, with the ability to meet deadlines
- Excellent time management and organization skills, with the ability to prioritize work

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