

DDLCC's OPERATIONS MANUAL

ENTRY-LEVEL PROJECT COORDINATOR

Position Title: Entry-Level Project Coordinator (PC)

Office Hours: 9am-5pm, M-F

Job Description / Role: Project Coordinators (PC) are the driving force behind the success of every key project in our organization. Day-to-day, they focus on business goals, the construct of detailed work plans, the management of teams, achieving milestones, and communicating these results through different mediums within our organization. They are responsible for confidential and time sensitive material, and should be familiar with a variety of the field's concepts, practices and procedures. Their main goal is to ensure efficient operation of the office—from implementation of projects, scheduling, organizing, keeping records, and handling information workflow to/from all team members.

Responsibilities:

- Juggle multiple projects/priorities simultaneously in a fast-paced environment
- Liaise with management/clients to identify/define project scopes and objectives
- Participate in project design meetings and propose process improvements, if applicable
- Assist with coordinating internal/external resources, ensuring parts of assigned projects are processed, organized, and progressing according to predetermined timelines and deliverable dates
- Analyze project progress while adapting scope, timelines, and costs, as necessary
- Take initiative to handle issues as they arise, updates on project status, and come up with resolutions, per company protocols
- Manage project-related paperwork by ensuring all necessary materials are current, properly filed and stored
- Receive, sort, and accurately distribute all mail: envelopes, large packages, and correctly update inventory. Transport products to the storage unit weekly, maintaining accurate inventory and updating product database(s).
- Facilitate all pick-ups and deliveries with UPS, FedEx, and mailman
- Deliver items to and from local vendors, as they pertain to projects, as needed
- Logistics support and coordination for installations, photoshoots, and events
- Carry out basic administrative duties such as filing, typing, copying, binding, scanning, for project-specific support
- Promptly and professionally answer and direct phone calls
- Perform other duties, as assigned by Office Manager or Owner

Qualifications:

- Hands on experience with managing clients and teams
- Self-motivated and takes initiative in finding and accomplishing work
- Excellent time management skills with the ability to multitask and prioritize work
- Task and detail-oriented with strong organizational and problem-solving skills
- Excellent written, verbal, and presentation skills with proficiency in MS Office
- Must be physically able to lift and occasionally carry heavy objects (up to 50lbs), open boxes, stand, and sit, for prolonged periods of time
- Must have reliable transportation and a valid US driver's license