THE JOB: PROJECT COORDINATOR

We're looking for a Project Coordinator to help our Project Manager handle a ton of new software engineering projects. You must be exceptionally organized, have killer follow-through, and understand the digital products space.

AWH is a software engineering firm committed to helping companies be great, whether their dream is to build a great digital product or be a great digital products company.

CAN YOU DO THIS?

- Juggle parallel and competing priorities while working with the production team to keep things on track.
- Build strong and positive relationships with client contacts.
- Inform, educate, and problem solve with clients.
- Remain highly responsive to client communications.
- Support project deliveries from beginning to end.
- Organize, implement and make IT happen.
- Proactively identify and manage factors that might lead to missed deadlines, poor quality and/or unmet expectations.
- Maintain proactive and regular communication with clients, using collaboration tools, email and facilitating conference calls.
- Prepare, maintain, and submit clear and concise activity/progress reports.

DO YOU HAVE?

- Bachelor's Degree.
- Familiarity with technology.
- Minimum of 2-years' experience in an office support or organizing role.
- Demonstrated experience in successfully managing simultaneous small/medium projects.
- Creative problem solving and critical thinking skills.
- Excellent written and oral communication skills.
- Product development experience – a plus, but not necessary.

REWARDS

AWH offers health, dental, vision and retirement benefits. You must be willing to pass a criminal, financial and drug screen background check. Salary range $45,000 + depending on your experience.

Requirement: Must be able to work in the United States. We are unable to sponsor.

Interested? Send your resume in a PDF format to robin.walters@awh.net.