Our company is growing rapidly and is searching for experienced candidates for the position of assistant project coordinator. Please review the list of responsibilities and qualifications. While this is our ideal list, we will consider candidates that do not necessarily have all of the qualifications, but have sufficient experience and talent.

Responsibilities for assistant project coordinator

- Screens all incoming telephone calls, requests for information and other general inquiries to resolve caller issues or forwards them to the appropriate area for resolution
- Assists the in the preparation of Operations meetings as necessary
- Coordinates bi-weekly staff meetings, recruitment interviews, and other division level meetings and/or conference calls ensuring all logistics and materials are complete
- Coordinates travel arrangements and resulting expense reports ensuring all related time frames and policies are followed
- Answer phone calls throughout the day as needed
- Dispatch technicians to location and solicit updates from the technicians on location
- Interfacing with internal and external customers as needed via email, phone to schedule meetings, follow-up on action items and next steps
- Triaging intake requests and determining next steps to funnel through team
- Assists with scheduling meetings and maintaining distribution lists and ensuring follow-through on next steps within BPM team and outside
- Preparing key presentations

Qualifications for assistant project coordinator

- Experience with internet applications and general reporting systems the Microsoft Office suite of products
- MAC/PC proficient, Ipad, Iphone
- Must know how to use all social media (Linkedin, Facebook, Twitter, Tumblr)
- Arts background (BFA/MFA preferred), gallery or museum experience a plus
- Construction scheduling or punch list management a plus
- Lead the execution of events by securing vendors, ordering supplies, monitoring RSVPs, organizing volunteers and other logistics as needed