



Example of Coordinator, Project Job Description

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Our innovative and growing company is looking for a coordinator, project. Thank you in advance for taking a look at the list of responsibilities and qualifications. We look forward to reviewing your resume.

Responsibilities for coordinator, project

- Managing the day-to-day aspects of projects through gathering and reporting status on the work of others involved
- Maintaining project work plans, revising and communicating changes to meet client and vendor needs and requirements
- Coordinate preparation of Stewardship Reports
- Monitor BB&T reports for compliance or ensure execution of policies and procedures
- Assisting with maintaining the Knowledge Exchange
- Work with service teams to maintain Client Assignment spreadsheets
- Assist with Benefit Point maintenance or clean-up, as needed
- Handle BB&T Insurance Market Conduct Approvals for vendors and carriers
- Assist with Employee Benefits –Compliance Advisory Group- as minute taker
- Assist with Open Enrollment, as needed

Qualifications for coordinator, project

- Minimum of 1 year prior writing experience
- Ability to quickly learn internal systems (BMO Buying Online & EZ Pay)
- Comparable combination of education and work experience required
- Assist with or manage Special Projects, as needed
- Assist the CXO in developing and drafting documents, presentations, proposals, reports and contracts
- Executive Assistant to the CXO as needed