



Example of Project Specialist Job Description

Powered by www.VelvetJobs.com

Our company is looking for a project specialist. We appreciate you taking the time to review the list of qualifications and to apply for the position. If you don't fill all of the qualifications, you may still be considered depending on your level of experience.

Responsibilities for project specialist

- Various administrative tasks central to the research process (including IRB applications, coordination of team activities, creation of efficient systems of management)
- Responsible for pulling data for the Merchant, such as financial reporting, sales and other adhoc reports
- Consistent communications with the vendors to make sure day to day tasks are completed and ensure we are moving forward together
- Work with cross functional teams such as planning and inventory, store operations and marketing
- Shadow Merchant to be able to step in on select issues, knowing how the Merchant would address it to prevent holding up progress
- Responsibilities of this position are to ensure the smooth functioning of the Chair of the Department of Medicine/Vice Dean office, operation and staff coordination, including personnel issues associated with support staff of the Chair's office and facilitating communication within the rest of the department and other parts of the Hospital (JHH, BMC,) and University (JHU-SOM)
- Writes responses to email/mail and miscellaneous material
- Work with legal to ensure the PO or contract expresses all what was in the offer
- Coordinates technical inquiries
- Serves as communication point for all involved in assigned installation project

Qualifications for project specialist

- Knowledge of Windows and Apple computers and applications, , Microsoft Office Suite, Project, and PowerPoint required
- Must be a team player with a can do attitude, able to multi-task and prioritize duties
- Have excellent follow through on action items
- 1-2 year experience using Planview SME
- Intermediate knowledge Microsoft Outlook in a professional setting
- Ability to learn new systems and quickly build upon provided training to autonomous task completion