

Project Coordinator

Benefits: Candidates on temporary assignment may qualify for our competitive benefits package which includes group health, life and disability insurance and voluntary benefits such as retirement savings and holiday pay.

Salary range: \$23.00 to \$26.00 hourly
Employment status: Contract / Temporary

Description

Job Description

The Workplace Project Coordinator is responsible for helping to deliver successful workplace change for one of our high-profile clients.

Your role will include, but not be limited to:

- Supporting the Workplace Project Manager with move planning and supervisory/quality control activities
- Quickly adapting to a variety of work environments
- Coordinating with internal clients, third parties, IT, and facility leaders
- Working alongside existing project teams
- Managing space, storage, furniture, equipment and other facility audits
- Coordinating move management activities to agreed service delivery standards
- Liaise with the Client Project Team and key work streams / external service providers
- Liaise with the client's department representatives
- Motivate client representatives and inspire confidence for successful project delivery
- Keep the client informed at all times of project progress
- Attend meetings and undertake supporting activity as required e.g. preparation of notes
- The Workplace Project Coordinator will be entirely based on the client's premises in San Jose and is our company's ambassador on-site
- You must be flexible, self-motivated and able to work with new teams and establish strong client relationships
- You must be able to work occasional nights and weekends when moves are in progress

Requirements

Skills - Essential.

You should:

- Have excellent communication and client relations skills
- Have a keen attention to detail
- Have strong Microsoft Suite skills
- Demonstrate adaptability and flexibility in your working attitude
- Time management and organization skills
- Have a passion for working within and among teams, and be able to do this effectively

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