



### Job Description

Responsible for assisting, coordinating, and executing project deliverables. The Project Coordinator assists with various logistical aspects of client projects under the direction of an Account Director. Primary activities include tactical execution, vendor coordination, and administrative project support.

Job requirements also are to believe in, live, and communicate our corporate Core Values



#### Key Roles:

- Provides team support for project initiation and execution
- Assists with project routing
- Coordinates with vendors

### Responsibilities

- Assists with project tracking, routing, and reporting
- Updates client status reports
- Coordinates with project-related vendors (internal and external) to obtain quotes and keep project on time and within budget
- Participates in internal and client team meetings and records meeting minutes and action items
- Responsible for project-related administrative tasks
- Provides reference support
- Works with project leads on timeline creation and adherence
- Obtains journal articles from library resources; manages payment process for orders
- Coordinates assigned meeting logistics and services to ensure flawless execution
- Project Initiation
  - request new project and proposal codes
  - set up electronic project folder structure
- Assist with material submissions for client medical-regulatory reviews

### Requirements

- Bachelor's degree
- Previous administrative project support assistance a plus
- Demonstrated computer experience: MS Office (Excel, Word, PowerPoint, Outlook,)
- Ability to prioritize multiple tasks
- Solid written and verbal communication skills
- Exercises good judgment