



Job Posting: Project Coordinator

Smith Solutions is seeking a Project Coordinator charged with organizing ongoing projects. This role will interface primarily with our relocation and development clients. A successful Project Coordinator must be willing and able to learn how to navigate a stringent regulatory environment. On-the-job training will be provided.

Providing the highest level of customer service is the Project Coordinator's first priority. This means consistent and clear communication in all mediums (letters, phone, email). Positivity and professionalism are critical. Above-average research and organizational skills are also required. Additionally, the Project Coordinator will assist in maintaining the Company's social media presence, as well as aid in day-to-day administrative tasks. This position reports to the Principal of the company.

Responsibilities

- Maintaining and monitoring project plans, project schedules, work hours, budgets, and expenditures
- Organizing, attending, and participating in stakeholder meetings
- Documenting and following up on important actions and decisions from meetings
- Ensuring project deadlines are met
- Track and document project changes
- Providing administrative support as needed
- Undertaking project tasks as required
- Developing project strategies
- Assess project risks and issues and provide solutions where applicable
- Ensure stakeholder views and expectations are managed toward the best solution
- Distribute meeting minutes to all project team members
- Create a project management calendar for fulfilling each goal and objective

Requirements

- Excellent research and documentation skills
 - Exceptional verbal, written, and presentation skills
 - Ability to work effectively both independently and part of a team
 - Knowledge of the Microsoft Office Suite (Word, Excel)
 - Ability to manage and work on deadlines
 - A valid Driver's License
 - Prior experience in property management will be strongly considered
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SMITH
SOLUTIONS

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Working Environment

The Project Coordinator will work primarily from the Smith Solutions office located in downtown Indianapolis. Smith Solutions uses Mac hardware, Gmail, and Google Calendar. Knowledge of these platforms is helpful, but not required. Some local travel to properties within Marion County will be required.

Benefits

Starting salary ranges from \$30,000 to \$35,000, depending on experience. Smith Solutions provides access to a retirement account with company matching, as well as an allowance for cell phone and parking.

Growth Opportunities

A successful Project Coordinator will have the opportunity to advance in Project Management. If interested, there may be an opportunity for travel as the Project Coordinator advances within the role.

Equal Opportunity Employer

Smith Solutions is an Equal Opportunity Employer and is committed to creating a diverse and inclusive environment.

About Smith Solutions

Smith Solutions provides comprehensive community and real estate development services to small businesses, non-profits, and government entities. Founded in 2015, the company is growing and looking to build a team of high-performing, motivated self-starters that provide the highest level of customer service to their clients. Their reach spans the Midwest region.

Interested persons, please send a resume and cover letter to careers@smithsolved.com, or by mail to:

Smith Solutions
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