

## **Project Coordinator**

### **About the Role**

The Project Coordinator will provide high level operations support by working independently as well as collaboratively with our team. The full-time Project Coordinator will be responsible for project set-ups, client schedules requests, and project and schedule changings.

Reports to: Project Managers

Pay Classification: Full Time, Exempt

### **Responsibilities**

- Create new client projects in FinancialForce based on engagement letters and project activities
- Schedule resources to client projects based upon directives from Project Managers and Managing Consultants
- Execute schedule changes to client projects including resource and task assignments
- Execute documents that require Executives' signatures
- Prepare weekly consultant travel and utilization reports for executives
- Commission entry for sales team
- Update consultant cost rates when appropriate

### **Minimum Qualifications**

- Bachelor's Degree in relevant discipline
- Experience in project coordination preferred
- CRM/Salesforce experience highly preferred
- Microsoft Office experience required
- Detail oriented
- Ability to work in a fast-paced environment
- Ability to work individually as well as part of a team
- Ability to meet deadlines
- Excellent communication skills
- A high degree of motivation

### **What we can offer you**

- 10 days of vacation per year, with an increase to 15 days after your first year
- Vacation bonus
- 401(k) plan with employer matching
- Employer paid life insurance and disability insurance
- Employer paid health, vision, and dental insurance
- Generous holidays paid time off schedule
- Paid office closure December 24 – January 2

## **About A-LIGN**

A-LIGN is a rapidly growing full-service security, assurance, and compliance solutions firm with extensive experience in providing:

- SOC 1: SSAE 18 Examinations
- SOC 2: AT 101 Services
- PCI DSS Assessment Services
- FISMA Security Assessments
- ISO 27001 Certifications
- FedRAMP Security Assessments
- HIPAA and HITECH Services
- Penetration Testing and Vulnerability Assessments
- A-LIGN is a licensed CPA firm, QSAC, accredited ISO 27001 certification body and accredited FedRAMP 3PAO.

Our clients are located throughout the United States, Europe, and Asia, and include a significant number of publicly traded and Fortune 1000 companies, as well as privately held organizations of all sizes.

## **Our Values**

At A-LIGN, our Big Vision is to relentlessly exceed expectations through extraordinary people, innovative technology, and unwavering dedication to our people and the clients that we serve. Our unique values: be “all in,” commit to quality, innovate constantly and do the right thing, always, set us apart from those that simply strive to meet your expectations. We work where dedication and quality meet. We’re all in, are you?