

Project Coordinator

- Part-Time: M-F 9 am-4 pm PST
- Paid Bi-weekly
- **Compensation: \$18 - \$20 hourly**
- Independent Work & Team Collaboration

The Role

- Coordinate Project Management activities, resources, equipment, and information
- Break projects into doable actions and set timeframes
- Liaise with clients to identify and define requirements, scope, and objectives
- Assign tasks to internal teams and assist with schedule management
- Make sure that clients' needs are met as projects evolve
- Help prepare budgets
- Analyze risks and opportunities
- Oversee project procurement management
- Monitor project progress and handle any issues that arise
- Act as the point of contact and communicate project status to all participants
- Work with the Project Manager to eliminate blockers
- Use tools to monitor working hours, plans, and expenditure
- Issue all appropriate legal paperwork (e.g., contracts and terms of agreement)
- Create and maintain comprehensive project documentation, plans, and reports
- Ensure standards and requirements are met through conducting quality assurance tests
- Other duties as assigned

Requirements:

- Proven work experience as a Project Coordinator or similar role required
- Bachelor of Science in Business Administration or related field of study is a plus
- Experience in project management, from conception to delivery required
- PMP / PMI certification a plus
- An ability to prepare and interpret flowcharts, schedules, and step-by-step action plans
- Solid organizational skills, including multitasking and time-management
- Strong client-facing and teamwork skills
- Familiarity with risk management and quality assurance control
- Strong working knowledge of Microsoft Project and Microsoft Planner
- Hands-on experience with project management tools.
- Ability to use remote communication tools, including telephony systems and headset operations

- Able to maintain productivity during extended computer-based work periods
- Ability to build and sustain professional relationships through effective communication and presentation abilities, when applicable
- Strong business acumen and analytical skills
- Capable of lifting and transporting materials up to 20 pounds, if necessary
- Perform repetitive motions including typing, writing, and using computer equipment
- Ability to maintain various postures, including sitting for prolonged periods, standing for occasional timeframes, alternating between sitting and standing, and occasional kneeling, crouching, or bending
- Sufficient visual acuity to read documents, computer screens, and fine print
- Clear hearing ability to communicate via telephone and in-person conversations
- Ability to maintain productivity during extended computer-based work periods
- Must provide a valid government-issued photo ID for verification; a driver's license is required if the role involves driving
- Passing of all pre-employment requirements (MVR, Background Check, Drug Screen)

The compensation and benefits information is accurate as of the date of this posting. The Company reserves the right to modify this information at any time, with or without notice, subject to applicable law.

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