

Project Coordinator

JOB SUMMARY

Winner of the 2017 Long Island Innovator Award and NY State Education Department 2019 NDEAM Nominee, eVero Corporation is a software development and IT consulting company. We are currently looking for a motivated and tech-savvy individual to fill the Project Coordinator position in our organization.

The Project Coordinator is a key office-based role that interacts with internal management and customers. The Project Coordinator effectively manages projects, fosters long term relationships with clients, and manages assigned projects through the various stages of the project lifecycle, from concept through implementation.

PRIMARY DUTIES & RESPONSIBILITIES

- Monitor implementation schedules, tracking time and meeting deadlines
- Coordinate meetings/trainings with clients
- Maintain contact with clients throughout implementation to ensure customer satisfaction
- Assist training managers with ad hoc tasks
- Coordinate integration conversations with client and internal departments
- Follow up on all post meeting tasks
- Maintain project management board with implementation follow up notes
- Participate in client meetings, as needed
- Participate in internal meetings, as needed
- Support additional Project Management initiatives throughout the organization

QUALIFICATIONS & REQUIRED SKILLS

- Must possess willingness to learn about the I/DD industry niche and client population.
- Ability to solve problems quickly and completely.
- Ability to work in teams and interact effectively with diverse customer base.
- Ability to multi-task and stay organized in a dynamic work environment.
- High energy, self-starter personality with a positive attitude.
- Strong presentation, verbal and written communication skills.

REQUIRED EXPERIENCE

- Undergraduate degree in business, communications or related field
- Knowledge of Project Management Tools and Processes.
- MS Office (Word, Excel, PowerPoint, Outlook)
- Past experience in training and implementation preferred
- Experience with ConnectWise a plus!

WHAT EVERO OFFERS

We know that hard work has to be balanced out with fun and quality of life. This is why we offer:

- A casual and comfortable work environment.
- Cafeteria conveniently located in the building
- Fully stocked Coffee room with all the necessary trimmings.
- Fully equipped Gym in Building
- Team building & community outreach events
- Convenient to LIE/495 and Route 110

We offer a competitive salary with a comprehensive benefits package including medical, long term disability, 401K, Dental, Aflac, PTO and a flex-spending program. The salary will be commensurate with experience.

If you are looking for a friendly environment and to be a valued team member, contact us today!

Contact with resume, cover letter and salary requirements:

Jeannine Azan

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eVero is an Equal Opportunity Employer (EOE) and takes great pride in building a diverse work environment. Qualified applicants are considered for employment without regard to age, race, religion, gender, national origin, sexual orientation, disability or veteran status.