



**Project Coordinator
Assessment Plus, Inc.
3885 Crestwood Pkwy., Suite 275
Duluth, GA 30096**

www.assessmentplus.com

email resume to recruiting@assessmentplus.com

Assessment Plus is a small management consulting firm located just outside of Atlanta. The firm has been providing leadership and organizational development services for Fortune 500 companies since 1984. We are a growing company seeking qualified, dedicated self-starters who are looking for an opportunity to work in a fast-paced, challenging environment. The firm offers a very competitive benefits package, including comprehensive healthcare and 401(k).

Core Competencies

- Technical Skills
- Attention to Detail
- Problem-solving
- Responsiveness
- Teamwork
- Customer Focus
- Initiative
- Efficiency
- Accountability
- Time Management
- Decisiveness
- Strong Written and Verbal Communication Skills
- Understanding Impact of Actions and decisions
- Professionalism

Qualifications:

A successful Project Coordinator must demonstrate the ability to...

- Work effectively with all internal systems, including but not limited to MS products including Word, Excel, and PowerPoint.
- Strong grammar and language skills.
- Exhibit professionalism with co-workers.
- Effectively manage time ensuring that all tasks are completed and delivered accurately and timely.
- Demonstrate a positive attitude at all times.
- Demonstrate creative problem-solving skills.
- Exhibit excellent interpersonal skills.
- Work well with little supervision.
- Demonstrate strong organizational skills which help maximize productivity
- Ensure exceptional internal client satisfaction with every engagement.
- Effectively handle numerous details and tasks simultaneously.
- Communicate effectively using both written and verbal skills, both in person and over the telephone as well as via email

Responsibilities of this position:

This position requires a Bachelor's Degree in Business Administration or a related field.

- Proof and edit comments on surveys submitted.
- Address bounced emails within 24 hours.
- Proof and edit letters of agreement, proposals, and any client deliverable.
- Ensure main phone line is answered in a timely manner (within three rings).
- Assist in coordinating Business Development initiative as needed with Project Coordinator (including assembling packages, shipping, etc.).
- File paperwork for Project Managers, Coordinators, and CEO as needed.
- Bind and ship paper reports as needed.
- Ensure production materials for client deliverables are sufficiently stocked; notify Project Coordinator when materials are needed.
- Keep magazines filed.
- Keep CEO's coaching report spreadsheet up-to-date.
- Assist other staff members as necessary to achieve client satisfaction.