



JOB TITLE:	Project Coordinator (Intern)	DATE REVISED:	12/16/19
REPORTS TO:	Innovation Strategist	STATUS:	Part-Time
LOCATION:	<u>LOGIC Commercial Real Estate</u> 3900 S. Hualapai Way Ste. 200 Las Vegas, NV 89147	PHONE:	(702) 888 - 3500

POSITION SUMMARY:

Under the supervision of the Innovation Strategist, the Project Coordinator provides day-to-day administrative support inclusive of assisting with special projects, conducting research, preparing reports, coordinating calendars, and preparing correspondence. This position requires a high-level of flexibility, as projects change directions and/or focus; all while attending to other issues/concerns, as they arise. Prioritization skills is also extremely important in this role, as multiple projects have similar timelines and deadlines. The Project Coordinator will play a key role in streamlining our company's workflow as the link between various departments, employees, and vendors.

ESSENTIAL FUNCTIONS & RESPONSIBILITIES:

- Participates in project design meetings and propose improvements if necessary
 - Develop an in-depth understanding of project scope and particulars i.e. timeframes, financials, outcomes
 - Assist in planning and managing project schedules, team goals and new information
 - Conducts thorough research, prior to starting a project, develops a detailed summary of findings
 - Evaluate potential problems and technical hitches
 - Manage project-related paperwork by ensuring all necessary materials are current and properly filed
 - Assists with updating administrative policies, procedures, methods, and guidelines
 - Assists with thorough project documentation and organization
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JOB REQUIREMENTS:

SKILLS:

- ⇒ Highly proficient in Microsoft Office Suite: Outlook, Word, Excel, PowerPoint
- ⇒ Time management skills with the ability to meet deadlines
- ⇒ Documentation management and ability to use project management tools
- ⇒ Must be able to multi-task, while maintaining a high level of organization
- ⇒ Ability to manage multiple assignments and deadlines with accuracy
- ⇒ Excellent analytical and problem-solving abilities
- ⇒ Strong communicator with exceptional interpersonal skills

EDUCATION:

- ⇒ Working towards bachelor's degree in business administration or a related field

EXPERIENCE:

- ⇒ Minimum 2 years of business administrative experience
- ⇒ Real Estate exposure is a plus but is not required

WORKING CONDITIONS:

- ⇒ General business/office environment
- ⇒ Must be able to lift up to 40 lbs on occasion, bend, sit and stand for prolonged periods of time when necessary

COMPENSATION:

- Job Type: Part-time: Monday – Friday, 9:00 AM to 3:00 PM
 - Competitive hourly wage, based on experience
 - Opportunity for growth available
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