SALIENT® MANAGEMENT COMPANY

Project Coordinator
*Remote Position

The Project Coordinator at Salient is responsible for liaising with department managers to help administer processes and align resources to ensure projects are delivered in accordance with the client contracts, while helping keep projects on time, on budget, in scope, and organized. The Project Coordinator will assign, advance, monitor, coordinate, and report on all aspects of a project.

Primary Duties & Responsibilities:
- Monitor and report on the Salient client services team's activities to ensure tasks are performed and recorded accurately
- Ensure that systems, procedures, and methodologies are in place to support analysis of solution delivery performance and create strategies for service delivery optimization
- Work closely with Salient and client teams to ensure contract deliverables are performed timely and accurately
- Leverage internal project tracking and collaboration tools to help our delivery team remain organized and efficient
- Work with Salient's project teams to identify and remediate at risk projects and customer experience issues
- Help achieve organization goals by assisting with standardizing and optimizing project delivery best practices
- Establish consistent project delivery workflow to improve planning and team coordination
- Monitor project milestones to ensure prompt billing and recognition
- Develop a deep understanding of project workflow to gain insights into the scope of service delivery
- Building strong relationships with teams and stakeholders to enable effective dialogue exchange between departments
- Demonstrate a positive, encouraging attitude in internal and external communications

Preferred Skills or Knowledge
- Proficient computer skills and the ability to use business support software
- Strong leadership, customer service, project coordination, and quality control skills
- Good resource planning skills
- Experience coordinating virtual teams
- Ability to manage and prioritize tasks effectively
- Solid problem solving skills

Technical Skills
- Advanced skills in MS Office, especially MS Word, MS Excel and Power Point
- Familiarity with Jira or other project tracking applications
- MS Teams, Confluence or related organizational collaboration tools
- Salesforce or related CRM tools

Education/Experience
- Associate or Bachelor's degree in business or a related field
- 3 or more years of experience in project coordination or directly related field

Measures of Performance
Demonstrate ability to improve service delivery workflow utilizing systems to monitor, analyze, and identify opportunities where efficiencies can be achieved, and waste eliminated. Promote team collaboration and communication improvements. Reduce at risk budgets, timelines, and billing lapses.