



Employment Opportunities

Job title: Project Coordinator

Reference #: VA1682

Job Location: Chester, VA

Contract Position (Y/N): Y

Posted Date: 12/30/08

Job description: Performs moderately complex administrative duties, for managers and/or staff in a department. Coordinates or performs administrative projects and special assignments, including research compilation of statistical information. May recommend new office procedures or techniques to improve system's effectiveness. Uses various PC software packages such as spreadsheets, word processing, graphics, etc. to produce high quality reports, presentations, or other documents. Contacts company personnel at all organizational levels to gather information for reports. Answers telephones, screens calls and forwards messages. Answers questions relating to office operations and established policies and procedures. Participates in planning functions; initiates required administrative reports; sets up and administers filing system; arranges meeting and appointment schedules. Interacts with other administrative support personnel to coordinate organization activities.

Citizenship Required (Y/N): Y

Skill Set: Experienced with MS Office, MS Project and MS Outlook
Educational Requirements: High School Diploma
4 years of related experience

Length of contract: Full Time

If interested in this position, please click 'Back' on your browser and use the email link to contact our Human Resources Department with your resume. Be sure to include Job Title and Reference number in the subject line of your email.

Thank you.