

PROJECT COORDINATOR

As a **Project Coordinator** at Govig, you will provide sales and project management support to our Futurity team. You will be providing oversight and organization to ensure all projects are proceeding on time and professionally complete and ready for client presentation.

The ideal Project Coordinator will be self-driven, determined to exceed goals, have excellent communication skills and enjoy an environment where you will be challenged and rewarded. This position is aligned for growth with responsibilities within the position as well as advancement in the organization.

The Project Coordinator position is an entry-level position that includes salary, bonus potential, and benefits.

Duties and Responsibilities:

The Project Coordinator will assist the team with various tasks such as:

- Liaison with client and candidates on behalf of the team
- Overall project management for accounts
- Business development research, writing and compiling market data, reports and articles
- Update and maintain internal CRM system
- General administrative duties such as scheduling with extreme detail and organization
- Work with division team in coordination of projects to ensure successful and timely client satisfaction on current projects/assignments

Required Skills:

Professional verbal and written communication skills
 Proficiency with social media platforms such as
 LinkedIn and Facebook
 Strong ability to multi-task and have a strong attention
 to detail
 Microsoft Office Suite
 Typing: 50 WPM+
 Ability to work in a fast paced, high performance
 environment

Benefits:

Medical, Dental, and Vision
 401k
 Bonus
 Paid holidays & Vacation policy

About Us:

Govig is an Executive Recruitment firm that specializes in identifying and placing executive level talent. With over 40 years of experience and success in recruitment, Govig combines high quality performance with small business values and culture. We work strategically in the following verticals across the nation: BioPharma, Building Products, Construction, Healthcare, and Tax.