Project Coordinator 1

- Status: Full-time, salaried position.
- Initial Starting Pay: TBD – based on experience
- Office Location: Austin, TX or Mexia, TX
- Hours: 7:30AM – 5:00PM Mon-Friday, as needed

Since 1982, Renaissance Systems, Inc. (RSI) has been creating innovative solutions with IT, software development, and cloud services for enterprise clients throughout the United States. We take pride in our incredible employees who strive to provide an exceptional customer experience. The ideal candidate will be a long-term part of the RSI family and will work closely with teammates and customers. RSI offers competitive benefits and the opportunity to learn extensive skills to build your career with. If you possess a positive attitude, want to learn technologies and skills, grow your career, and work well with others, then we encourage you to apply.

As **Project Coordinator**, you will be responsible for coordinating the delivery of projects of mainly existing clients. Your role is to be the relationship manager who communicates exceptional well and effectively between the stakeholders, both internally and externally.

Duties/Responsibilities:
- Maintains a log of all projects and communicates their status to management on a daily basis
- Creating project plans, timelines, and identifying required resources such as people, time, materials, suppliers, and contractors.
- Applies knowledge of computer software such as Microsoft Office 365, Windows OS, Apple IoS, and Android; to perform job duties
- Sets and tracks project milestones; manages and accounts for unforeseen delays, then realigns schedules and expectations as needed.
- Establishes and implements project communication plans, providing status updates to affected staff and stakeholders.
- Collects, analyzes, and summarizes information and trends as needed to prepare project status reports.
- Performs other related duties as assigned.
- Collaborates with other employees to research and resolve problems.
- Ensures documentation and other client deliverables are delivered to the client on-time.
- Develops and communicates department projects and goals.
- Maintains knowledge of technology innovations and trends.
- Maintains confidentiality of information between management and other employees when needed.
- Performs other related duties as assigned.

Required Skills/Abilities:
- Is committed to excellent client service and operational excellence
- Excellent verbal and written communication skills.
- Excellent interpersonal and customer service skills.
- Strong analytical and problem-solving skills.
- Excellent time management skills.
- Organized with attention to detail.
- Excellent analytical, logical thinking, and problem-solving skills.
- Excellent verbal and written communication skills.
- Thorough understanding of project management principles and planning.
- Thorough understanding of information technology procedures and practices.
- Proficient with, or able to quickly become proficient with, a range of general and specialized applications, software, and hardware used in the organization and the industry.
- Proficient with Microsoft Office Suite or related software.
- Ability to motivate groups of people to complete a project in a timely manner.
- Ability to prioritize tasks and to delegate them when appropriate.

Education and Experience:
- o Working towards or possesses an Associate's or bachelor's degree in Computer Science or related field, or equivalent work experience, preferred or-
- o A former business owner who has experience with projects, vendors, and contractors
- o At least one (2) years of related experience required, 3 years preferred.
- o Fluent written and spoken English is required, Spanish a plus.

Physical Requirements:
- o Prolonged periods sitting/ or standing at a desk and working on a computer.
- o Must be able to lift up to 35 pounds at times.
- o Proof of COVID 19 Vaccinations may be required by clients.

Other
- o Some travel may be required so reliable transportation is a must.
- o Valid Driver's License and auto insurance required
- o Ability to pass a criminal background check and drug screening
- o MUST SIGN NON-DISCLOSURE AND NON-COMPETE AGREEMENTS.

Benefits
RSI offers competitive benefits to its full-time employees, including:
Paid Vacation
Paid Federal Holidays
Medical Plans
Dental Insurance
Vision Insurance
Voluntary Benefits
ID Theft Protection
Pet Insurance
Legal-Employee Assistance Program
Education Reimbursement

Renaissance Systems, Inc. provides equal employment opportunities to all employees and applicants. We strictly prohibit discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state, or local laws.

If you are seeking a career with a technology company that is focused on its clients and employees, then we encourage you to email your resume along with a cover letter and salary expectations to **jobs@rsitex.com**.

For more information about RSI, please visit **www.rsitex.com**.