



Project Coordinator

Location	Remote	Employment type	Full Time
Travel	25%+	Position type	Salary

Next View Software, an innovative provider of cloud-powered supply chain software solutions, is seeking a proactive and organized individual to join our team as a Project Coordinator. This role will play a crucial role in supporting project managers and the technical team to ensure the successful execution of projects within specified timelines and budgets.

Responsibilities

- Collaborate closely with the Project Manager (PM) to coordinate project activities and maintain documentation.
- Work hand in hand with PM to ensure smooth project execution and timely delivery.
- Support the PM in various administrative tasks as required to ensure project success.
- Provide administrative support in project accounting, including invoicing and time tracking.
- Conduct thorough project data entry and review to ensure accuracy and completeness.
- Participate actively in project meetings, preparing detailed written reports, meeting minutes, and project updates.
- Effectively utilize new software programs to optimize project management processes.
- Document project details and assist in creating and updating Standard Operating Procedures (SOPs) for internal processes and training documentation.

Qualifications

- Bachelor's degree in a technical field related to software development, project management, or a related discipline. Alternatively, a minimum of 2 years of demonstrated experience in a project coordination role, preferably within the software industry or a related technical field.
- Experience using Project Management Tracking Software, preferably with a focus on labor management or distribution.
- Exceptional attention to detail, with a keen focus on accuracy and precision.
- Background in software or distribution industries preferred but not required.
- Proficiency in Microsoft Office Word and Excel, with the ability to create detailed reports and analyze data.
- Excellent communication skills, both written and verbal, to effectively collaborate with team members and clients.
- Strong organizational skills, with the ability to multitask and prioritize tasks effectively.
- Proactive problem-solving abilities and a willingness to take initiative to address project challenges.
- Willingness to take on new tasks and learn new skills and processes.
- Flexibility to adapt to changing priorities and requirements in a dynamic environment.



- Ability to work independently as well as part of a team, demonstrating initiative and problem-solving skills.

Benefits

- Competitive salary and benefits package.
- Opportunities for professional growth and advancement within a rapidly growing company.
- Flexible work arrangements and a supportive company culture that values work-life balance.

About Us

Next View Software is an innovative provider of cloud powered supply chain software solutions. Next View's team has been delivering leading edge software solutions and benefits to customers in the global supply chain marketplace for over 30 years.

Next View offers the industry leading cloud native Labor Management System (LMS). Next View LMS solution helps our customers reduce expenses and improve productivity of their workforce by providing visibility to all aspects of their operations. Collaborating with our customers, we are committed to set new standards in labor management to provide future-proof products and solutions.

Disclaimer / Policy Statements

Next View Software is an Equal Opportunity Employer. We respect and seek to empower each individual and support the diverse cultures, perspectives, skills, and experiences within our workforce.

If you are a motivated and detail-oriented individual with a passion for project management and labor management software solutions, we invite you to join our team at Next View Software. Please submit your resume and a cover letter outlining your relevant experience and why you are the ideal candidate for this position. We look forward to welcoming you to our team!