

Position Profile:

This position is responsible for ensuring the effective preparation and timely completion of all project events and meetings. The Project Coordinator will participate in project design meetings and development activities and recommend improvements, if needed to ensure the effective flow of information between team members, participants in project activities, and the project owner/manager.

Work Responsibilities:**General Project Coordination:**

- Prioritization of multiple projects; ongoing evaluation of project activity and reporting on project progress; develop project reports for management and clients.
- Ensure the effective preparation and delivery of all project events and meetings and production of all necessary documentation.
- Take responsibility for the effective flow of information between team members, participants in project activities, and the project owner/manager.
- Meet work standards by following production, productivity, quality, and customer-service standards; resolving operational problems; identifying work process improvements and implementing the agreed action plan.

Specific Project Coordination:

- Plan, coordinate and track multiple projects and associated activities for timely completions.
- Create and monitor project schedules regularly to determine any delays or deviations.
- Analyze and resolve project issues in a timely and accurate manner.
- Interact with various internal teams and external resources to coordinate project activities.
- Coordinate with management in developing project scope, plan, deliverables, budget and milestones.
- Participate and assist in all project design and development activities including project design meetings and recommend improvements, if needed.
- Oversee project correspondences and prepare and review project related emails, letters, proposals, memos, meeting minutes and other documents.
- Oversee and proactively manage routing of all files (art and administrative).
- Provide analytical support to Manager in executing assigned projects.

General Responsibilities:

- Supports CURiO Cornerstones and strives for individual leadership by using cornerstone behaviors in the workplace and in daily decision making.
- Follows all policies and procedures of the company. Works cooperatively with all departments, maintaining a positive work atmosphere by acting and communicating in a manner that promotes cooperation with co-workers, supervisors, and managers.
- Actively seek individual development through taking advantage of opportunities for skill enhancement. I Keep up to date with the latest best practices, trends, concepts, and regulations in the specific job area.
- Manage time effectively, meet personal goals and work effectively with other members of the team to meet CURiO goals.
- Follows all safety guidelines and polices. Makes supervisor/manager immediately aware of any observed safety issue. Keeps work area clean, safe, and organized.

Position requires extended work hours as necessary to meet seasonal deadlines. Performs other work as assigned.

Minimum Qualifications:

- Associates Degree or equivalent years of relevant experience
- Two years of experience in a project coordinator or similar role.

Computer and/or software qualifications:

- Basic level of proficiency in Microsoft Word, Outlook

- Intermediate level of proficiency in Microsoft Excel

Core Competencies:

- Must have good time management, multitasking and stress management skills to be able to ensure that tasks get completed on time
- Must have very strong attention to detail, be well organized, and systematic in working
- Good teamwork and leadership skills are essential in order to motivate different groups of people to fulfill their responsibilities within a given time frame
- Excellent communication, leadership and negotiation skills
- Excellent presentation and writing skills
- Excellent initiative and follow-through
- Good troubleshooting abilities
- Ability to make good decisions quickly and provide alternate solutions in times of problem

Preferred Qualifications:

- Experience in consumer products; beauty or personal care, highly desired
- Experience in product development
- Completion of project management courses and/or certification

Travel Requirement: Less than 5%

Working Environment and Physical Demands:

- General office environment: Works generally at a desk in a well-lit, air-conditioned cubicle/office, with moderate noise levels.
- Ability to sit for hours at a time, viewing computer monitor on a constant basis. Some walking and standing relative to interaction with other personnel.
- Occasionally required to lift and/or move items weighing 10 – 15 pounds.
- Occasional exposure to dusty and fragrant conditions, varying temperature levels, work near moving mechanical parts, and high noise environments is possible.

*** Note: This job description does not restrict CURIO's right to assign or reassign duties or responsibilities to this job at any time. This document does not create an employment contract, implied or otherwise. It does not alter the "at will" employment relationship between the company and the employee.*