

Project Coordination/Business & Content Management

Troy Consulting, a Management Consulting Firm, is seeking an enterprising individual to join our growing team as a Project Coordinator/Business Manager in supporting a variety of projects and providing critical thinking and excellent organization skills into a high-tech environment with multi-functional teams. Our clients value the experience of a professional with a consulting background.

Are you looking for a Consulting Management role that offers you the choice to work locally and have a balance between your career and personal goals? Are you an independent self-starter who can get action items done and break through walls? If so, we welcome the opportunity to speak with you about our client and their career opportunities.

This role includes day to day management and oversight of the content and business processes supporting a new investment program dealing with the intake, approval and information tracking of new investment requests and partnering with cross functional teams to ensure projects are tracking to approved goals/timing. The individual will ensure that all project information and content/contracts received for requests are complete and stored, system integrators are identified, projects are meeting the agreed upon milestones and issues are escalated appropriately. The resource will ensure project information is kept current and easily accessible by all team members. The team is looking for a highly organized individual with an attention to detail, an energetic and dynamic personality that can work well within a team environment, and thinker that can identify issues with the existing processes and recommend improvements. The candidate must be resourceful, flexible, confident, excited to learn new things and have the ability to manage multiple tasks all while delivering high quality deliverables and managing client expectations.

What will you be doing?

- Managing the content and contracts associated with a number of new investment programs to include: Intake of project requests, ensuring approved projects are aligned with System Integrators, project information and contracts are completed in a quick, defined timeline, and ensuring that approved milestones are being met for timely closeout of the project.
- Review and assess the current state of the investment program to include how requests for investments are reviewed, stored and tracked and determine where improvements can be made.
- Management and administration of the SharePoint site to include content storage and tracking and project team access.
- Meeting with cross functional teams to clearly understand status and help needed.
- Consolidating and communicating project status. Ability to develop a dashboard view of projects.
- Collaborating and executing strong stakeholder management across cross functional teams to meet project deliverables.
- Demonstrating excellent problem solving and communication skills.
- Working closely with Program Manager to provide project coordination support and content development.

What should you bring to the table?

- B.S./B.A. degree and a minimum of 3+ years demonstrable project coordination and business management experience.

- 2+ years of consulting experience desired.
- Strong analytical and critical thinking skills, ability to provide insight from data.
- Outstanding organizational capabilities.
- Very strong attention to detail to ensure requests and associated project information and contract details are complete. Must be able to keep track of requests and ensure they are meeting milestones in quick turnaround times.
- Experience in a fast and energetic environment with the ability to multi-task and be flexible with changing direction/priorities.
- Extreme drive for results, individual contributor who stands out from peers in the field.
- High proficiency in both verbal and written communications.
- Experience managing SharePoint sites/Site Administration.
- Experience at Microsoft a plus.
- Experience working with contracts a plus.
- Must be legally authorized to work in the United States without limitation.
- No relocation assistance is provided, only local candidates need apply.

Equal Employment Opportunity

Troy Consulting provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, gender, sexual orientation, national origin, age, disability, marital status, amnesty, or status as a covered veteran in accordance with applicable federal, state and local laws. Troy Consulting complies with applicable state and local laws governing non-discrimination in employment in every location in which the company has facilities.

Notice to Recruiters/Headhunters and Staffing Agencies:

It is Troy Consulting's intent and preference to directly recruit potential job candidates. We do not accept unsolicited third party agency resumes. Resumes submitted through this web site by third party agencies will be considered unsolicited and Troy Consulting will not be obligated to pay a referral fee.

If interested, submit your resume to jobs@allthings-hr.com.