

BASIC FUNCTION OF THE JOB

The ClickUp Project Coordinator will provide project coordination for a team of implementation consultants who are engaged in delivering ClickUp based solutions to our clients. The Project Coordinator will collaborate closely with our internal team of consultants, the ClickUp Services Manager, the management team, and our clients. The primary goals of the Project Coordinator are to provide support to our internal team, to drive improvement of our project management processes, and assist with other projects as assigned.

WORK PERFORMED

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Essential Functions of the Job:

- Update & track opportunity pipeline
- Accept assignments from ClickUp Services Manager
- Assign resources based on capacity / skill set
- Create Project in PMS; update and manage resource capacity plan
- Schedule kick-off call with clients
- Prepare kick-off documents (update templates)
- Take meeting minutes, document action items
- Follow up with clients on next steps
- Coordinate meeting schedules with consultants and clients
- Project workflow monitoring with consultants
- Update ClickUp master project list with status and other key data metrics (weekly)
- Synch time between 2 systems (weekly)
- Prepare burn report (every 2 weeks)
- Assist with invoicing
- Develop & maintain process documentation
- Participate in project design and process development meetings – assist with identifying inefficiencies and propose improvements
- Other duties as assigned

Career Path:

- Project Management Technical Consultants (ClickUp) or
- Project Manager



JOB DESCRIPTION – ClickUp Project Coordinator

MINIMUM REQUIREMENTS

Education and/or Experience:

Two years or more of Project Coordination experience is required. Bachelor's degree in Business or a related field is preferred but not required. Experience may be used in lieu of education. Certified Business Analysis Professional (CBAP) or Agile certification desired but not required.

KNOWLEDGE, SKILLS, AND ABILITIES

Must be an extrovert, able to talk to anyone and carry on a conversation. Must have exceptional interpersonal skills, professional presence, and demonstrated experience working with a team. Keen attention to detail and highly organized, love lists. Project/process analysis skills are required. Must be able to individually drive to a goal/outcome. Can work effectively with minimal direction (self-starter, motivated, proactive). Must have strong decision making and time management skills. Must possess the ability to effectively manage multiple priorities. Ability to effectively present information and respond to questions from a wide range of stakeholders (management, consultants, clients). Should demonstrate high level of competence with standard business software such as Microsoft Word, Excel, PowerPoint, and SharePoint. Must have an eagerness to learn.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by a teammate to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- While performing the duties of this job, the employee is regularly required to: stand, sit; talk, hear, and use hands and fingers to operate a computer and telephone keyboard, reach, stoop and kneel
- Specific vision abilities required by this job include close vision, distance vision, and ability to adjust focus due to computer work
- Ability to uphold the stress of traveling and public speaking

WORK ENVIRONMENT

The work environment characteristics described here are representative of those a teammate encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions



JOB DESCRIPTION – ClickUp Project Coordinator

- Position may require business travel (up to 10%); majority of time work-from-home, so candidate must have reliable high-speed internet access and be comfortable with video meetings
- Moderate noise (i.e., business office with computers, phone, and printers, light traffic).
- Ability to work in a confined area
- Ability to sit at a computer terminal for an extended period of time