



# A-LIGN CAREERS

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## Project Coordinator

### ABOUT THE ROLE

The project coordinator will provide high-level support to the Project Management Office by working independently as well as collaboratively. The full-time project coordinator will be responsible for project set-ups, client schedules requests, project and schedule changings.

REPORTS TO: Project Managers

PAY CLASSIFICATION: Full-Time, Exempt

### RESPONSIBILITIES

- Create new client projects in FinancialForce, based on engagement letters and project activities
- Schedule resources to client projects based upon directives from project managers and managing consultants
- Execute schedule changes to client projects, including resource and task assignments
- Execute documents that require executives' signatures
- Prepare weekly consultant travel and utilization reports for executives
- Communicate with clients in preparation for the audits
- Reschedule current clients for subsequent year audits
- Salesforce data entry

### MINIMUM QUALIFICATIONS



#### EDUCATION

- **Bachelor's** degree in relevant discipline



#### EXPERIENCE

- Experience in project coordination is a plus
- CRM/Salesforce experience highly preferred
- Microsoft Office experience required



#### SKILLS

- Ability to meet deadlines with a high degree of motivation
- Thrives in a fast-paced environment
- Excellent communication skills
- Ability to work individually as well as collaboratively
- A high degree of motivation

# WHAT WE CAN OFFER YOU



UNLIMITED PAID TIME  
OFF PLAN



COMPETITIVE  
BONUS  
STRUCTURE



DOWNTOWN  
TAMPA PARKING  
ALLOWANCE



VACATION BONUS



401 (K) PLAN WITH  
EMPLOYER  
MATCHING



EMPLOYER PAID  
LIFE INSURANCE  
AND DISABILITY  
INSURANCE



EMPLOYER PAID  
HEALTH, VISION,  
AND DENTAL



PAID OFFICE  
CLOSURE  
DECEMBER 24 –  
JANUARY 1



GENEROUS  
HOLIDAYS PAID  
TIME OFF  
SCHEDULE



CERTIFICATION  
REIMBURSEMENT

## ABOUT A-LIGN

A-LIGN is a global cybersecurity and compliance firm that assists organizations of all sizes with the ever-changing cyber threat landscape, headquartered in Tampa, Florida. A-LIGN leverages our industry expertise to guide organizations towards security, compliance and privacy services that will enhance their information security to prevent cyber threats, and reduce risk, turning their security into a competitive edge. We are a licensed CPA firm, Qualified Security Assessor Company, HITRUST CSF assessor, accredited ISO 27001 certification body, and accredited FedRAMP 3PAO offering SOC 1: SSAE 18 Examinations, SOC 2: AT 101 Services, PCI DSS Assessment Services, FISMA Security Assessments, ISO 27001 Certifications, FedRAMP Security Assessments, HIPAA and HITECH Services and Penetration Testing and Vulnerability Assessments.

COME WORK FOR A-LIGN!

Email your resume and contact information to [careers@a-lign.com](mailto:careers@a-lign.com)!