



# Job Description

## Project Coordinator

The AOIC, LLC (AOIC) Project Coordinator (PC) is integral to driving the process that ensures flawless execution of projects. Using the WorkZone (WZ) project management system, the PC helps traffic and document the sending and receipt of project comments. The PC will work closely with Account Managers (AM), Client Service Managers (CSM), VP of Client & Creative Services (VPCCS) and other AOIC team members to advance client projects and service client needs while learning and managing the project timelines.

### **Responsibilities**

#### **Project Implementation and Trafficking**

- Develop, route, and update project work plans in WZ to support team members and project implementation as needed
- Create, edit, review, organize, route, and track project components (in WZ) for team or client review while ensuring components are completed according to the production schedule
- Format and/or revise project materials (such as PowerPoint presentations, factsheets, newsletters, etc) based on internal/client review and changes
- Fulfill the in-house production of program materials (eg, mailings, meeting packets, etc)
- Gather, review, and process all attendee, author, and faculty materials (eg, registration, biography, presentation, honorarium, conflict of interest forms as required for each project)
- Create and update spreadsheets (eg, attendee, faculty, author, congress, journal) to manage details that will help when developing correspondence, processing expenses, or submitting/printing materials
- Work with external vendors to facilitate projects
- Tally post-meeting evaluations and develop overview and statistical reports for use by the AM, CSM, and client

#### **Quality Control**

- Support AM/CSM/VPCCS to ensure that all quality control measures (including copyediting, medical, graphic, and technology reviews) are completed in a timely manner
- Verify that project deliverables fulfill criteria outlined in the proposal and budget and update project schedules

#### **Project Administration**

- Set up and manage project flow in WZ, and archive final components for completed projects
- Provide administrative project support and filing (both electronic and paper) for VPCCS, AM and CSM

#### **General Duties**

- Support team members and coordinate various meetings (eg, project kickoffs and update meetings)
- Recommend processes and procedures to improve office efficiency
- Handle responsibilities and tasks in professional and timely manner, meeting company mission and goals
- May require travel up to ~10% of time

### **Qualifications**

#### **Desired Experience and Skills**

- Proficient in Microsoft Word, Excel, PowerPoint, and Outlook, as well as Adobe Acrobat programs
- Able to organize and manage multiple details, meet deadlines, and function within a team setting
- Strong verbal and written communication skills
- Meeting planning, or project management, experience a plus
- Team-focused, collaborative problem solver who maintains a strong work ethic

#### **Education**

Bachelor's degree

#### **Reporting Structure**

This position reports to the VP, Client & Creative Services

***Interested Candidates should email inquiries, along with his or her resume, to [careers@aoic.net](mailto:careers@aoic.net)***