



Job Title: R&D Project Coordinator

Job description:

This position is primarily responsible for providing high level executive assistance, project management support and administrative support for the company's CTO. The R&D Project Coordinator will provide direct support for day-to-day administrative duties in addition to more project related deliverables such as research, support and follow up on departmental operations and projects. This role will also provide regular reports on the department's projects progress.

Essential Duties and Responsibilities:

- Coordinate and follow-up CTO's instructions to his direct reports on a daily basis.
- Schedule meetings for CTO and R & D project leaders.
- Document R & D reports and project schedules.
- Ensure compliance of the project schedules by ensuring usage of various review mechanisms and templates.
- Prepare correspondence, reports, presentations and other material as needed for internal and external meetings. Will need to be able to anticipate the needs of the executive and adapt to last minute change.
- Maintains an overall resource plan for the R & D group to ensure that projects meet schedules.
- Report on progress of projects to the CTO.
- Prompt follow through on issues. Proactively communicate information to internal executives/managers to ensure smooth business operations.
- Makes high-level contacts of a sensitive nature inside and outside the company.
- Provides general administrative duties, project support, special events and activities as requested.
- Completes domestic and international travel bookings for the CTO.
- Performs other duties as assigned.



Desired Skills and Experience:

- Bachelor's degree or equivalent education preferred.
- 5+ years of experience supporting C-Level Executive.
- Expert in multi-tasking, organizing, and prioritizing a must.
- Detail oriented with ability to work independently.
- Experience providing support/coordination to technical teams.
- Previous experience in project management and knowledge and training in formal project management practices.
- Excellent communication, interpersonal, team and organizational skills.
- Strong presentation skills.
- Demonstrates a high degree of integrity and discretion.
- Responsive team player with the interest to take initiative and work in a fast-paced environment.
- Proficient user in Microsoft Office Suite, Experience with SharePoint and/or MS Project a plus.

Principals only! Send resumes and cover letter to: Jobs@intematix.com