

Opportunity Description for: Project Coordinator

Reporting to:	President, Iridia Medical
50,000 foot Description	<ul style="list-style-type: none"> • Apply your exceptional project coordination skills, abilities, and team-centric approach to selected client projects to ensure an Ideal Client Journey is realized. • Support Iridia’s continued differentiation in the marketplace by coordinating internal initiatives designed to optimize how we do business and position our brand.
Key Responsibilities:	<ul style="list-style-type: none"> • Effectively coordinate client projects according to set timelines, and in keeping with established objectives. • Coordinate implementation of internal Innovation projects • Assess and optimize selected internal work flows and processes • Engage stakeholders to clarify project goals and secure deliverables • Communicate effectively in written and oral form, and adjust styles to project participants so as to secure maximum engagement. • Apply a high level of attention to detail to set up meetings, capture meeting notes, coordinate asset development, invoice, track hours and budgets, etc.
Competencies:	<ul style="list-style-type: none"> • Starting with the end in mind, works backwards to build a plan for achieving success • Strategic problem-solver who presents alternative solutions • Highly Flexible and able to change gears quickly • Superlative communicator • Results-focused • Capable Motivator • Adept at setting up conditions for success • “Multi-capable”
Attributes:	<ul style="list-style-type: none"> • Comes “batteries included” and ready to go • Has a growth mindset and is thirsty to learn and develop • Is passionate about making a difference through their work • Practices self-reflection on a regular basis, with a view of continuous improvement • Appreciates that brand is all encompassing