



Position: Project Coordinator: IT

Department: Administration

Reports to: Operations Lead

Revision Date: May 05, 2023

About Us:

L Squared is a SaaS (Software as a Service) company building the next generation of communication solutions for the modern business that harnesses the power of data, analytics, and a simple user interface to organize, distribute and publish content that is dynamic, relevant, and personalized. “The L Squared Hub” is an industry-leading secure cloud content management and distribution platform that supports SMB (Small Business) and Enterprise allowing any business to easily take their critical information and present it to customers, employees, and decision makers either on demand or by scheduling. Featuring an off-the-shelf or customized platform, that creates immediate visibility to core business metrics, communications, or simply information to keep key employees informed by bringing data, analytics, and communications to the forefront that empower employees to be more knowledgeable, productive, and informed.

Our best-in-class user interface combined with our cloud platform turns any existing TV, digital display, dashboard, desktop, or mobile device, anywhere in the world, into a powerful communication medium that is relevant and personalized.

Our Core Values:

- Obsessed with Client Success: We win when you win! We put the spotlight on you and will not be satisfied until you are!
- Shift Left: We'll find the right person to do the right job. Services drives us and we take full responsibility to make it easy and relevant on day one.
- Our People Are Key: We are problem solvers and our entrepreneurial spirit, energy, is infectious, they are smart,
- Do the Right Thing: We believe in integrity, honesty, accountability, trust, and kindness.
- Self-Motivated & Self-Aware: We believe in accomplishing goals, being curious and getting feedback.

Fit:

We have grown rapidly over the past two years, supporting high-profile clients in the USA, Canada, Europe, South America, Australia, and Asia. We are gearing up for even faster growth and looking for motivated, passionate, and intelligent team players that love to work in fast-paced, sometimes chaotic environments, who believe in



integrity, mutual respect, quality work, and being customer obsessed to join our team.

If you think you would be a great fit for our team, please apply today.

About the Position:

We are in growth mode and need to hire curious, productive, technically proficient, smart, initiative-taking team players to join our team. This role reports to the Operations Lead and will be responsible for planning and executing the projects as per organizational needs.

This is a hybrid role (3 days in the office) with mandatory full-time in office for six months that will require technical aptitude, communications skills, being someone that is passionate about bringing quality features to the new projects.

All new employees must undergo our standard background check and drug screen test for pre-employment purposes.

What the Company Will Provide to You:

- A fun, fast-paced, open, and friendly work environment
- Competitive average salary
- Company benefits (after probationary period)
- Training
- Company events

Principal Responsibilities:

As a Project Coordinator, your duties and responsibilities include but are not limited to:

- Proactive communication with the Operations lead to understanding project requirements, scope, and timelines to ensure on-time deliveries.
- Develop and maintain project plans, timelines, budgets. Track and update progress status, and issues to stakeholders, senior management, and clients.
- Ability to integrate various departments in order to achieve the vision of the assigned project.

- Exceptional planning to execute the project by setting up effective schedule, defining milestones and highlighting project dependencies to the team.
- Monitor and track project performance, providing regular reports to the stakeholders.
- Invest in improving the process by promoting open communication, collaboration, and a positive team environment.
- Collaborate with Sales team for clear project plan such as ordering necessary hardware, hiring third party installers, if needed.
- Create effective deployment within set deadlines and budget.
- Maintain effective communication with finance team for preparing invoices, billing, and renewal.
- Build a strong relationship with the tech support and account manager to ensure best class service to the client.
- Effectively track shipment, procurement and purchases involved in the project.
- Ensure project deliverables meet and exceed client expectations.
- Effectively manage project scope, edit requests, and resource allocation as per business demands.
- Ensure project documentation is complete, up to date and documented.
- Manage individual project priorities, deadlines, and deliverables.
- Help and mentor the team members.
- Ability to work non-standard hours, weekends, and on-call as necessary.
- Other duties as assigned.

Requirements:

- Combination of Degree and Experience: Required 2-3 Years of experience in related field.
- Familiarity with the software industry.
- Proven track record of delivering projects on time and within the budget.

- Excellent Communication, problem solving, organizational and leadership skills.
- CAPM certifications (preferred).
- Excellent strategic planning, risk/change management.
- Prior experience with project management tools such as Asana and Notion.

Competencies and Skills:

- Ability to build and maintain good relationships with clients, team members, highly motivated individuals with the ability to motivate others and negotiate effectively.
- Great time management skills, problem-solving, curious individual who likes to dig in and understand challenges, works through them, and is committed to being adaptable.
- Excellent interpersonal and organizational skills, solid communication, and collaboration skills, with a strong teamwork ethic.

Preferred Skills:

- Not Required but preferred bachelor's degree or education in Project Management or Business Management