

Project Coordinator/Office Assistant

Bravo LT needs you to be a part of our highly motivated group of technology experts. We share a passion for technology and the community we serve, and we are committed to building long-lasting, productive relationships. We focus on giving back to the community, positively impacting society, and providing quality solutions that work. We believe in *autonomy*, *mastery* and *purpose* and in trusting people to do the right thing - and we think Bravo LT is a pretty great team to be a part of.

The Bravo LT project coordinator possesses a deep understanding of time management, interpersonal communication, and organizational skills.

Responsibilities

- Assist with recruiting activities by screening resumes, soliciting candidates, conducting fit screening meetings, and coordinating on-site interviews
- Help with new-hire onboarding and professional development of Bravo LT employees
- Plan and assist with company and community events (i.e., community trainings, volunteer opportunities, Bravo Thursdays, team events, anniversaries, birthdays, and other culture-building activities)
- Team up with leadership on sales tasks, account management, and event planning
- Coordinate and execute all sales and account management functions, such as:
 - Enter notes into Salesforce
 - Generate reports from Salesforce with key metrics and data
 - Communicate with client stakeholders
 - Coordinate client visits, correspondence, and reports
 - Respond to client inquiries
- Greet and escort visitors
- Order supplies and books, manage memberships, book rooms for meetings and events
- Assist with ad-hoc projects as deemed necessary
- Proofread and edit documentation
- Maintain Bravo LT Calendar and files

Basic Qualifications

- Bachelor's degree
- Conveys flexibility, discretion, organization, initiative, and judgement
- Careful attention to detail and ability to multitask
- Strong interpersonal and communication skills and the ability to interact with a diverse group of clients and colleagues with a high degree of professionalism
- Able to manage time effectively

Preferred Qualifications

- Exceptional public speaking skills
- Strong aptitude with technology, such as Windows, G-Suite, Office, and hardware troubleshooting

To apply for this opportunity, please visit the Bravo LT Career Opportunities webpage at:

<http://bravoLT.com/careers/>