



← Job Openings

Entry Level Project Coordinator

Denver PMO · Centennial, Colorado

Seeking a highly motivated, collaborative, detailed oriented, and organized professional for an entry level Project Coordinator position with Tipping Point Solutions. As the Project Coordinator you will be assisting our project managers in organizing our ongoing projects.

Essential Duties/Responsibilities:

- Assists with setting and overseeing work assignments, schedules, and work quality
- Reviews contract specifications, drawings, sales orders, and other project documents to understand requirements
- Schedules and coordinates work with department staff so that projects are completed in a timely and efficient manner
- Identifies, acquires, and ensures the availability of materials and supplies

Required Skills/Abilities:

- Excellent verbal and written communication skills
- Strong analytical and problem-solving skills
- Strong supervisory and leadership skills
- Excellent organizational skills and attention to detail
- Excellent time management skills with a proven ability to meet deadlines
- Ability to prioritize tasks and to delegate them when appropriate
- Proficient with Microsoft Office Suite or related software

Required Education and Experience:

- 2 years' experience as a Project Coordinator or directly related role
- Experience in project management, from conception to delivery

Tipping Point Solutions Inc. is a full-service eLearning company specializing in the customized production and delivery of eLearning content employing a full spectrum of media types to include virtual reality, interactive video, and a hybrid blending of virtual and reality-based film media. Tipping Point's eLearning services also enable our clients to inexpensively respond to increasing demand for content delivery on mobile devices. Tipping Point excels in the revitalization of existing customer learning material, so it reaches its full potential with the highest impact results. Our services are for customers who desire to create, modify, or modernize learning content and make it more interactive, measurable, and effective. The net result of these enhancements is increased learner motivation that guarantees greater comprehension, higher retention, and increasing course completion rates. The products developed by Tipping Point Solutions really matter and are used in combat regions to help save lives.

Our competitive benefits package includes medical, dental, vision, and life insurance. TPS also offers 401(k) (with employer match), 11 paid Holidays and 15 days Paid Time Off annually.

Apply for This Job

Link to this job

<https://tpsolutions.bamboohr.com/jobs>



Location

Centennial, Colorado

Department

Denver PMO

Employment Type

Full-Time

Minimum Experience

Entry-level

