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## Project Coordinator - IT Infrastructure

Location - Plano, Texas  
Job Number: 80228-2616

### Position Description

Highland Partners Consulting LLC is an IT professional services company delivering IT solutions across a broad spectrum of industry groups. We are interested in candidates that are eager to support our team as we take on the tough challenges of our clients' complex IT infrastructure needs. All candidates must appreciate and support a strong values system and adhere to conduct above reproach. At Highland Partners, we value our team members and provide rewards that are commensurate with contributions.

The ideal project coordinator in this role will possess training and experience in project management tools and general practices. Candidates must work well in an IT (Information Technologies) collaborative team environment, and be comfortable in a support role. The selected candidate will be accountable for the majority of the project's administrative requirements. Candidates must be comfortable providing support to one or more project managers and/or the project team. This can include document preparation, performing as a scribe and subsequently generating timely meeting minutes, assistance with presentation logistics, communications, updating MS Project schedules and general tasks that will enhance project productivity. This position requires a Federal clearance and will be subject to an in-depth background investigation.

### Required Skills and Experience

- MS Office skills are essential
- Ability to react quickly to changing requirements or circumstances
- Minimum of two years experience providing project coordination
- Experience on project teams of moderate to high complexity
- Ability to simultaneously support multiple project managers
- A track record of successful project contributions
- Experience using a variety of coordination tools

### Preferred Skills and Experience

- Experience using MS Project and/or MS Project Server 2003
- Good interfacing skills especially with mixed audiences
- Project management training and/or certifications

*This position could be contingent upon newly signed business. This position could be subject to a 1099 work arrangement.*

Highland Partners Consulting, LLC

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