

Position: **Project Coordinator – Full-time or Part-time**

We're looking for an experienced individual to be part of our team of professionals dedicated to excellence.

**Experience & Skills:
Required**

- Customer service experience
- Strong communication and interpersonal skills
- Strong organizational and multi-tasking skills
- Excellent analytical and problem-solving abilities
- Team management and leadership skills
- Documentation management
- Ability to use project management tools
- Attention to details
- Proficient in use of MS Word, Excel, PowerPoint, Outlook, and Adobe

Responsibilities Include:

- Collaboration with co-workers
- Identify and evaluate potential issues and develop solutions
- Manage project schedules including new and/or missing information
- Manage project related workpapers
- Assure all documents are properly stored
- Communicate with clients, as directed, to:
 - Obtain missing information
 - Provide status updates
- Participate in various meetings including
 - Scheduling
 - Project design
 - Pricing
- Administrative Tasks

We offer:

- Competitive compensation
- Comfortable work environment: relaxed, warm, professional
 - Initially In-Office Required
 - Eventual work from home option some of the time
 - Flexible schedule
- Opportunities for growth
- Professional development and education
- A supportive team environment

For over 80 years, CrawfordEllenbogen has specialized in providing comprehensive, professional services for closely-held businesses, non-profits, families, and individuals – clients for whom business is personal, and the *bottom-line* is always *top-of-mind*.

For more information, please visit our website: www.ce-cpa.com

Resume & cover letter may be emailed to admin@ce-cpa.com