

**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](http://www.ce-cpa.com)**

**Resume & cover letter may be emailed to [admin@ce-cpa.com](mailto:admin@ce-cpa.com)**