

## **Project Coordinator Assistant**

The Marker Group is a prominent national company in northwest Houston (290 and Hollister) that provides primarily defense litigation support services including record collection for complex legal cases.

We are accepting applications for the position of **Project Coordinator Assistant**. Job duties include but are not limited to conducting regular internal audits, provide statistical reporting to management, assist with coordination of special projects. This is a permanent full-time position offering excellent benefits and compensation.

### **Requirements**

- Ability to juggle and prioritize multiple projects and adjust work schedule accordingly, often against tight deadlines.
- Take initiative without detailed instructions, requiring general guidance or supervision.
- Ability to think critically and use deductive reasoning to make decisions.
- Strong interpersonal and communication skills including presentation, persuasion, and negotiation skills required in working with coworkers and clients; including the ability to communicate effectively and remain calm and courteous under pressure.
- Works collaboratively in a team environment with a spirit of cooperation and as a relationship builder.
- Provides systematic and dependable follow up, as well as a high level of organization and preparedness.
- Strong attention to detail and accuracy in work.
- Maintain confidentiality and use a high degree of discretion.
- Understanding and demonstrative expertise in Microsoft Office Suite:
  - Excel: Complex data manipulation, formulas, pivot tables, graphic representation of data, professional formatting
  - Word: Draft and format procedural protocols in a professional manner, create/perform mail merges, create/format tables within a document
  - Outlook: Should be a second nature and well managed
  - PowerPoint: Prepare a professional, unique, informative yet succinct presentation
  - OneNote: Organize emails, task lists, policy changes
- Have an understanding or experience working with wikis, FileMaker, ODBC, Microsoft SQL Server, relational databases, analytical and reporting applications.
- Minimum of 2 years small-to-medium-size office experience.
- Legal and/or medical knowledge or experience a plus.
- Strengths in database and ancillary application usage a plus.

We are an equal employment opportunity employer.

Qualified candidates can send a resume and salary requirements to: [HR@marker-group.com](mailto:HR@marker-group.com).