

# Sr. Project Coordinator

Full Time Professional

Clearwater, FL

If our name sounds familiar, there's a reason why. We're the people behind the iconic Koozie® Can Cooler – and more! As one of the largest suppliers in the promotional products industry, you've probably seen our work everywhere from your local bank to a large concert or sporting event. We imprint company logos and slogans on everything from pens to coffee tumblers, lunch bags, tech accessories, camp chairs, and award-winning calendars, to name just a few. Our desire to benefit our people, customers, communities, and industry is behind all that we do. We call it Keep It. Give It., and it ensures that we are leaving a positive, lasting impact with the products and solutions we deliver.

We're looking for the right person to fill this role. Read on if you want to know more, and discover how we like to *keep the good going*®!

## Great reasons to join Koozie Group:

- People-first culture
- Flexible schedules
- Great benefits, including:
  - Medical HSA and HRA plans
  - Flex spending accounts
  - PPO dental
  - VSP vision
  - Employee assistance program
  - Employer-paid life insurance
  - 401(k) with employer match
- Unlimited PTO (Paid time off)
- Advancement opportunities
- Tuition reimbursement
- Employee referral bonus program
- Employee recognition program
- Employee charitable giveback program (up to \$250 value)

## Job Summary:

This role plays an integral part of ensuring the continuous success of the PMO transformation and will routinely interact with senior leaders to meaningfully contribute to the business's top priorities

## **Responsibilities:**

### **1. Support PMO Meetings**

- Before the meeting: Review workstream status in project tracking software, meet with the workstream team as needed and brief CTO on issues that need input/attention
- During the meeting: Ensure follow up actions are identified and recorded, serve as thought partner in probing initiative rationale (e.g., questions to push problem solving, clarifications)
- After the meeting: Follow up on issues identified, including any cross functional actions required

### **2. Support PMO Activities & Reporting**

- Maintain reports and data: Modify and reconcile reports when underlying data structures change, produce ad hoc/point-in-time/standard reports for senior leadership on project progress
- Develop CEO and Board communications: Summarize key takeaways from the transformation meetings, communicate in a structured, top-down manner, produce documents of the highest presentation quality
- Develop and roll-out specific transformation-related processes and workshops, including associated training materials, workshop materials and/or communications
- Provide project tracking software support as needed

### **3. Provide Value to the Project Teams**

- Engage in ad-hoc problem solving and work with key stakeholders to drive issues to resolution including development of targets, transformation rules of engagement, reconciliation with actual financials or other sources, and project tracking software configuration changes
- Serve as a representative of the transformation team to support workstreams, staying up-to-date with workstream progress/issues

- Work with specific Initiative Owners to do rapid, targeted analyses to push initiatives forward

### **Qualifications:**

- Bachelor's Degree required
- Relevant experience in project management, project management financials, software and process
- History of helping to deliver projects on time, within budget and according to quality standards
- Ability to prioritize and manage conflicting demands
- Ability to work in a cross-functional, fast paced environment
- Ability to communicate well with roles at all levels
- Highly organized and detail oriented
- Pragmatic problem-solver
- Expertise in Microsoft Office applications (i.e., Excel, PowerPoint)

*Our customers come from all walks of life and so do we. We hire great people from a wide variety of backgrounds, not just because it's the right thing to do, but because it makes our company stronger. If you share our values and our enthusiasm to Keep the Good Going, you will find your way at Koozie Group.*

*Koozie Group is proud to be an Equal Opportunity Employer. We do not discriminate against any applicant or employee based on race, age, sex (including pregnancy, childbirth, or related medical conditions), gender, marital status, national origin, ancestry, citizenship status, mental or physical disability, religion, creed, color, sexual orientation, gender identity or expression (including transgender status), veteran status, genetic information, or any other characteristic protected by applicable federal, state or local law. Koozie Group also prohibits harassment of applicants and employees based on any of these protected categories.*

*In compliance with the Americans with Disabilities Act, Koozie Group will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.*