

## Project Coordinator

### Description

Cority is the global enterprise EHS software provider creating industry-leading technology to empower those who transform the way the world works. For over 35 years, Cority has been powered by the spirit of innovation, deep domain expertise, and a commitment to integrity that enables higher levels of operational and sustainable performance with the most comprehensive, human-centered, and secure SaaS platform to help workers and businesses thrive in 100 countries around the world. The company enjoys the industry's highest levels of client satisfaction and has received many awards for its strong employee culture and outstanding business performance. To learn more, visit [www.cority.com](http://www.cority.com). Cority Software Inc, an enterprise software company based in Toronto, is looking for candidates to join its Professional Services Team in the role of Project Coordinator. The Project coordinator is responsible for administrating Cority's time tracking, resource management and invoicing system (OpenAir), providing analytical support to PMO and Professional Services Team who may work into a project manager capacity for some smaller projects. The successful candidate will be a fast-learner and a self-starter with a background in project coordination.

**PRIMARY RESPONSIBILITIES:** Administrating OpenAir for time tracking, resource management and invoicing Providing support for invoice processing in Cority's Time Tracking Application (OpenAir) Providing necessary detailed work plan data to support revenue forecasting Supporting reporting and tracking for resource utilization Assisting in maintaining project schedules Developing and maintaining issue logs Maintaining project repositories of documents Preparing documents for various recurring meetings including minutes, issue logs, etc. Developing presentation documentation as required for project teams Developing consolidated portfolio status reports Providing analytical support to project managers at the portfolio level for a large (Tier 1) initiative Managing/Providing project management support for small and medium projects including project planning, holding status meeting and sending project status updates Maintaining department documentation inventory and coordinating updates as needed

**QUALIFICATIONS AND CHARACTERISTICS OF AN IDEAL CANDIDATE:** Post-secondary diploma or BSc is preferred 1-3 years in project coordination, project management or administrative support Self-starter and fast learner with the ability to work under pressure Team player with the ability to work in a fast-paced multi-disciplined project delivery environment The successful candidate will have a passion for excellence and will promote the same from their peers Ability to quickly learn processes and use of applications Working knowledge of Microsoft Office, including Microsoft Project Intermediate or higher MS Excel skills PowerPoint knowledge to create and maintain documents Knowledge and experience in maintaining a central repository of project plans, reports, competencies, etc. Strong Visio and SharePoint skills Superior communication skills PMP Certification a plus

Cority is committed to a diverse and inclusive work environment. Cority is an equal opportunity employer and does not discriminate based on race, nationality, gender, gender identity, sexual orientation, protected veteran status, age, disability or any other legally protected status. For applicants who would like to request for accommodation please send an email to [hr@cority.com](mailto:hr@cority.com). Please mention the word **\*\*WARMER\*\*** and tag [RNTluMzYuMjAxLjEyOQ==](#) when applying to show you read the job post completely ([#RNTluMzYuMjAxLjEyOQ==](#)). This is a beta feature to avoid spam applicants. Companies can search these words to find applicants that read this and see they're human.

### Hiring organization

Cority

### Job Location

Toronto, ON

### Base Salary

\$ 60000 - \$ 150000

### Date posted

May 8, 2024

[Apply Now](#)

## **Contacts**

Job listing via RemoteOK.com