**Position:** Project Management Coordinator

**Company Overview**

**Buildable,** a custom software development company based in McMinnville OR, is looking for a project management coordinator to join the team and support the existing project managers.

Who is Buildable? We are a team of dynamic and motivated people, creatives, engineers, and project managers who build creative and innovative software solutions for our clients. We work hard, have a sense of humor, value human connections, and invest in the ongoing training of our people. Great people make great software.

**Position Description**

The Project Management Coordinator duties include and are not limited to:

- Meeting with clients and other external stakeholders
- Creating tasks from sprint plans
- Assigning tasks and following progress
- Assisting in sprint plan creation and resource management
- Ensuring projects are on-time and on-budget
- Producing documentation such as roadmaps to communicate progress to clients
- Creating post-meeting notes and distributing to interested parties
- Facilitating meetings between engineering staff and customers

**Qualifications**

- MS/BS in business administration, computer science, or related field
- Knowledge of Lean and Agile methodologies
- Relevant experience

**Location**

- McMinnville, OR
- Must be in-office (face mask required), not a remote position
Technical Skills

- Proficient with Microsoft Office 365 (Outlook, Excel, Word, SharePoint, Teams, etc.)
- Proficient with Windows or MacOS
- Project management: Jira, GitLab (desired, but not required)
- Virtual sketching tools such as Lucidchart, Figma, Balsamiq, or similar

The perfect candidate is one who:

- Likes challenges and to work in a fast-paced environment
- Has a real eye for detail and recognizing patterns
- Enjoys following through and clearing ambiguity
- Addresses conflict with empathy
- Is obsessed with quality
- Is well-spoken and communicates clearly and directly
- Can create sketches and mockups to communicate ideas between teams
- Can grasp and convey effort-level of technical solutions
- Can break down technical language into layperson terms
- Can balance client priority with business feasibility
- Anticipates customer needs
- Empowers team members for success
- Enjoys discussing and optimizing processes and systems
- Is a lifelong learner
- Truly believes “teamwork makes the dream work”
- Enjoys “leaving no stone left unturned” and investigating the unknown

Ready to apply?

Please send inquiries to careers@buildableworks.com. Include a PDF or Word document of your resume and a cover letter. Reference “Project Management Coordinator” in the subject line.

Application deadline: 11/15/2020

Buildable is an Equal Opportunity Employer. Buildable reserves the right to close the position at any time before the deadline if it is fulfilled prior to the posted deadline.