

Project Coordinator, Enterprise SaaS Software

Valencia, CA

Who We Are

Lavi Industries is the premier manufacturer of innovative queue management fixtures and software solutions for guiding people in, through, and out of commercial and government facilities. We are headquartered in Valencia, California with facilities in New York, and sales offices throughout the US. We pride ourselves in our pursuit of excellence through the dedication and integrity of our people since 1979. Equal Opportunity Employer. **Come be a part of our team!**

Job Summary

Are you detail oriented, a self-starter and enjoy working in an innovative fast-paced environment? Project Coordination at Lavi Industries is exactly what you're looking for! We currently have an opening for a full-time Project Coordinator in our Enterprise Solutions Software Department. Come work with a small team of hard working and innovative individuals to provide a business solution that helps our clients gain efficiency and improve their business processes.

Responsibilities

The Project Coordinator performs a wide range of duties including some or all of the following:

- Manage project schedules and runs weekly team meetings
- Hands-on experience with project management tools (e.g. Basecamp, Podio, Trello)
- Use Qtrac VR application to prepare demos and presentations for clients
- Prepare and interpret flowcharts, schedules and step-by-step action/implementation plans
- Assign tasks to internal teams and assist with schedule management
- Help prepare budgets using Infor
- Organize, manipulate, analyze and visualize data with modern programs and tech
- Provide support to clients and resolve tickets using Zendesk
- Act as the point of contact and communicate project status to all participants
- Work with the Project Manager to eliminate blockers
- Issue all appropriate legal paperwork (e.g. contract and terms of agreement)
- Create and maintain comprehensive project documentation, plans and reports
- Perform preventative maintenance on data center according to schedule and ensure effective working of mechanical building systems

Continued on page 2.

Project Coordinator, Enterprise SaaS Software

Valencia, CA

Responsibilities Cont.

- Maintain the server and VM setups
- Collaborate with a team of software and networking engineers to ensure the security and efficiency of data center server/network
- Maintain records of all system administration operations and present reports to superiors
- Ensure standards and requirements are met through conducting quality assurance tests
- Recommend information technology strategies, policies and procedures by evaluating organization outcomes; identifying problems; evaluating trends; anticipating requirements
- Direct technological research by studying organization goals, strategies, practices and user projects
- Maintain professional and technical knowledge by attending educational workshops; reviewing professional publications; establishing personal networks; benchmarking state-of-the-art practices; participating in professional societies

Requirements

- Bachelor's degree in Business. Computer Science or related field
- Solid technical background, with understanding or hands-on experience in software development and implementations
- Strong working knowledge of Excel. PowerPoint and Word
- Knowledge of project management and processes
- 2 to 3 years planning and/or management experience

The Project Coordinator should demonstrate competency in some of all of the following:

- Communicate Effectively: Speak, listen and write in clear, thorough and timely manner using appropriate and effective communication tools and techniques
- Creativity/Innovation: Develop new and unique ways to improve operations of the organization and create new opportunities
- Encourage Teamwork: Develop new and unique ways to improve operations of the organization and create new opportunities
- Organize: Set priorities, develop a work schedule, monitor progress towards goals, and track details/data/information/activities

Continued on page 3

Project Coordinator, Enterprise SaaS Software

Valencia, CA

Requirements Cont.

- Plan: Determine strategies to move the organization forward, set goals, create and implement action plans, and evaluate the process and results.
- Solve problems: Assess problem situations to identify causes, gather and process relevant information, generate possible solutions, and make recommendations and/or resolve the problem.

Job Type: Full Time

Work Location: 27810 Avenue Hopkins, Valencia, CA 91355

Lavi Industries is an Equal Employment Opportunity Employer. All offers of employment are contingent upon successful completion of a post-offer drug screen and background check.

Equal Opportunity Employer. To apply, send cover letter and resume to Jobs3@lavi.com

APPLY NOW