



Project Coordinator

FITS is an accredited Federal Risk and Authorization Management Program (FedRAMP) Third-Party Assessment Organization (3PAO), providing independent assessment and consulting services for Cloud Service Providers (CSPs). The Project Coordinator is primarily responsible for scheduling, coordination, monitoring progress, and communicating status of audit engagements.

As Project Coordinator, you have an opportunity to define the project management function for our growing company.

Essential Duties and Responsibilities

- Assist with selecting, implementing, and maintaining a project management tool
- Produce and organize project documentation and status reports for an executive audience
- Plan projects and coordinate tasks and resources
- Prepare and coordinate meetings
- Collaborate with project team(s), stakeholders, and prospective clients regarding work tasks, scheduling, and timelines
- Handle varied tasks that need immediate attention
- Support team members in balancing their workflows and meeting deadlines

Qualifications

- Bachelor's degree or equivalent combination of certifications and training
- Project Management Professional (PMP) or Certified Scrum Master (CSM) certification preferred
- Working knowledge of Azure DevOps (ADO)
- Strong communication and presentation skills
- Knowledge of PowerBI or other data visualization software is desirable

How to Apply

Please email your resume to jobs@firstinfotech.com with "Project Coordinator" in the subject line.

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