



## **Administrative Project Coordinator San Juan Capistrano**

### **What It Means by “Sharing the IFI Experience”**

We're unique and some may describe us as being quirky in a fun way because we like to celebrate our differences; both personally and professionally. Things in our world are always changing, and our employees are challenged every day--either using new technologies or by the creation of perspectives through the lens of a kaleidoscope. Each day is different, and it's never the same old thing.

Our office has a cool vibe to it with state-of-the-art technology, stand-up desks, and personalized snacks. Each member of our team is more than a number or “just” an employee: we're uniquely human and treat each other with dignity and respect.

Our company fosters a spirit of camaraderie. By working collaboratively, developing solutions, adapting to change, and applying new technologies, we consistently develop key skill sets needed to maintain success in our environment.

### **About the Career Opportunity:**

This is a newly created role that can start out as part-time and gradually move into a full-time career opportunity or be full-time immediately. As a Administrative Project Coordinator you'll be a key part of the Implementation Team which includes supporting the Systems Architect, Systems Designer, Project Managers and Specialists.

### **What You Will Do:**

In this capacity, you will be responsible for capturing real-time information on the status of ongoing and new office projects using our Project Management System called Teamwork. Information needed will be garnered by attending meetings via conference calls, webinars or onsite. When attending these meetings, you'll be responsible for capturing and documenting all key pieces of information from those meetings such as anticipated budgeted hours, milestones and objectives for each of the projects. You'll ensure tasks are being completed on schedule, follow-up with team members on any delays and upcoming deadlines or milestones. You'll be proactive in identifying any obstacles or timing deficits and shouldn't be afraid of asking questions, so you fully understand the scope of what needs to be accomplished.

In addition, you'll be responsible for some general office duties and provide administrative support to the team such as organizing office supplies as they come into the office, arranging web meetings, conference calls, administer the Learning Management System (LMS), prepare PowerPoint presentations and work within Excel frequently.

### **What Qualifications & Talents Are Needed to Be Successful in This Role?**

To be successful in this position, you will need to be able to work on tight deadlines, have a basic level of understanding in Accounting (e.g., understand debits, credits) be highly competent in using Microsoft Office applications, such as Excel and PowerPoint. Also, we are constantly using and integrating new technologies, so you should be technically proficient and able to grasp new technologies or apps quickly.



- BA Degree (Accounting emphasis) preferred
- The ideal candidate will have two or more years of experience which includes project management and working with multiple deadlines.
- Exceptional skills using various Microsoft Applications. Must be at an advanced proficiency in Excel and PowerPoint.
- An ability to pick up and learn new technologies quickly and efficiently.
- You have excellent written and verbal communication skills. You make complex ideas understandable and craft requirements that are easy for multiple audiences to consume.
- You have excellent problem-solving skills, with demonstrated ability to create structure and manage ambiguity.
- You have an ability to manage multiple moving parts at a time and are highly detailed.
- You're comfortable operating in a fast-paced entrepreneurial environment.

**Other Noteworthy Information About IFI:**

As we continue our journey together, we'll hone our skills and talents with quarterly Team Building Events. We've been seen running around San Clemente with hats, fake mustaches, and a list of clues trying to figure out "Who Done It?" on our Murder Mystery Team Challenge. We demonstrated our culinary talents and subsequently enjoyed the meal we made together. We're always looking for adventurous and innovative ways to strengthen our bonds.

We believe in ourselves, our product, and our organization. We know that if we provide unique and incomparable employee experiences, it will equate to the same type of positive experience for our customers. That's what it means to share the IFI experience with us. We also offer opportunities for continued growth and development as you continue your career with us.

We have some of the more traditional benefit offerings for "full-time" employees including Medical, Dental, HSA Savings Account, Vision, and Dental plans, 10 paid holidays, plus an extra day to celebrate whatever you want, PTO, monthly luncheons and more. If there is a special event in your life where you need to take off early or come in later in the morning, we understand. Life and work should be balanced.

You can apply by sending your resume to [Dee@IncubatorFinance.com](mailto:Dee@IncubatorFinance.com).