

PROJECT COORDINATOR

Resource Synergy is a sustainability consultancy committed to helping Inland Northwest businesses reduce costs and increase brand value by wasting less and recycling more. Founded in 2015, the company helps businesses, non-profits and government agencies overcome adoption barriers, ensuring the success of waste prevention and diversion programs.

Role Summary

Responsible for coordinating the execution of multiple and varied administrative and project-related tasks.

Role Description

- Hand delivers and assembles recycling bins during client program installations
- Coaches clients on the virtues of recycling and how to participate in programs
- Performs various field-based tasks such as checking dumpsters for “fullness”
- May use tools to install monitoring equipment in dumpsters
- Makes outgoing calls to collect contact information and details regarding waste services.
- Prepares and maintains reports and records for processing.
- May generate reports, prepare presentations
- May manage multiple tasks on multiple projects including answering phones, printing and/or creating training materials, data entry, scheduling meetings and training sessions and filing documents.
- Completes special projects as assigned
- Arranges for ancillary project staffing
- Coaches and leads project staff
- Coordinates project plans and schedules

Role Competencies

- Bachelor's degree in Business Administration, Environmental Sciences, Marketing, Communications or a related field is preferred.
- Experience working with businesses, property managers, students and other groups and organizations is preferred.
- Must be comfortable engaging professionals in conversation with little to no introduction.
- Proven ability to work with Microsoft Office Suite products.
- A certain degree of creativity and latitude may be required.
- Strong organizational skills and attention to detail.
- Ability to deliver a high level of customer service
- Comfortable in a fast-paced, professional environment.
- Effective communication skills, both written and verbal.
- 1-2 years experience – either within Resource Synergy’s business or the commercial property management or waste industry.