

Project Coordinator

Company Overview

Anura Energy is an energy efficiency services provider that delivers a wide range of energy-saving solutions to meet the energy saving goals for our clients and customers. Our efforts include program design, project management, project fulfillment and data analysis. Our company strives to deliver value at every touch point with a team of enthusiastic and hardworking individuals.

Position Summary

Our growing company is seeking to hire a Project Coordinator who will be responsible for assisting our Program Managers in organizing ongoing projects. This task involves overseeing project work orders, schedules, communicating with customers and clients, preparing project documents and reports, and ensuring that project deadlines are met in a timely manner.

To be successful as a Project Coordinator, you will need to be able to work on tight deadlines, be competent in using Microsoft Office applications such as Word and Excel, and have exceptional verbal, written, and presentation skills. A bachelor's degree in business, construction, project management or related field is preferred and at least three (3) years of relevant experience is required for consideration.

Location

Office is in Oak Brook Terrace, Illinois.

Position Responsibilities

- Maintaining and monitoring project work orders, project schedules, communications and documentation.
- Organizing, attending and participating in project management meetings.
- Documenting and following up on important actions and decisions from meetings.
- Preparing and organizing necessary project documentation.
- Ensuring project deadlines are met.
- Determining project changes and taking action as needed.
- Providing administrative support as needed.
- Undertaking project tasks as required.
- Ensuring projects adhere to frameworks and all documentation is maintained appropriately for each project.
- Assess project risks and issues and provide solutions where applicable.
- Chair and facilitate meetings where appropriate and distribute minutes to all project team members.
- Create a project management calendar for fulfilling each goal and objective.

Position Qualifications

- Bachelor's degree in business, construction, project management or related field is preferred.
- Three years experience in related role.
- Exceptional verbal, written and presentation skills.
- Ability to work effectively both independently and as part of a team.

- Experience using computers for a variety of tasks.
- Competency in Microsoft Office Suite and CRM tools.
- Knowledge file management, transcription, and other administrative procedures.
- Ability to work on tight deadlines.

To apply, please send a cover letter and resume or application to careers@anuraenergy.org.