



Job Posting

Job Title: Project Coordinator
Status: Full Time
Reporting to: Manager, Project Management

Overview:

Reporting to the Marcom Project Manager, the Project Coordinator will liaise with internal customers from the Planning and Marketing Communications teams as well as stakeholders from other teams including product development, customer service and retail stores. The candidate will concurrently schedule, coordinate and manage multiple projects (from simple to more complex) to ensure all marketing content meets the requirements of the creative brief and is created and deployed on time.

Key Responsibilities:

- Understand the creative briefs, deadlines and scope of each project
- Simultaneously manage multiple projects and deadlines
- Assemble project teams that include copywriters, designers, photographers, category experts etc. and ensure thorough understanding of the creative brief requirements
- Create, maintain and monitor project plans and workback schedules as well as resource usage and cost reports
- Ensure interim and final project deadlines are met
- Flexible and able to manage additional / last-minute projects as needed
- Identify and assess issues and time constraints and provide solutions when needed
- Organize and participate in stakeholder meetings
- Documenting and reporting
- Strong interpersonal skills

Knowledge and Skills:

- College or university degree in a related field
- 3-5 years' experience as a Project Coordinator or similar experience
- Project Management Diploma or Certificate (an asset)
- Leadership training (an asset)
- Knowledge of Lee Valley product lines (an asset)

Job Specific Skills:

Communication

- Ability to effectively lead meetings
- Communicate (orally and written) with various internal customers, including management and clearly express your requirements and deliverables

Customer focus

- Follow up with internal customers in a timely fashion
- Work closely with various internal customers including divisional managers
- Understand the needs and the constraints of projects and internal customers

Problem solving

- Ability to clearly identify problems and respond promptly and effectively
- Be proactive - understand when / where a problem may arise before it does
- Identify and resolve scheduling conflicts

Job specific skills

- Strong organizational skills
- Ability to manage multiple deadlines
- Decision making capabilities
- Assess resource scope, capability and availability
- Employ a diplomatic approach to ensuring task completion
- Detail oriented
- Strong oral and written communication skills
- Create and maintain project timelines, record keeping systems and resource cost calculations and tracking documents

Leadership

- Coordinate and monitor multiple teams at one time
- Conflict Resolution
- Diplomatic oversight to meet clearly defined needs and timelines

Interested in joining the Lee Valley Team?

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