



AgReserves, Inc.

Position Title: Project Coordinator

Location: Salt Lake City, Utah (HDQ)

Status: Full-time

Company Profile:

AgReserves, Inc. (ARI) is a multi-national, multi-corporate company that operates investment farms and ranches throughout the world. ARI currently has an opening for a Project Coordinator, in the Information Technology team, located at our headquarters location.

Description:

The Project Coordinator works to accomplish project objectives as a facilitator and resource for the Project Management Office by assisting with communication and coordination among project team members and stakeholders. This position is responsible for supporting multiple Project Managers and their teams.

Duties and Responsibilities:

- Assist with team coordination and communication with project stakeholders
- Coordinate activities, resources, schedules
- Assist Project Managers by keeping project documentation, schedules, issues, risks, status, and scope up to date and accurate
- Maintain detailed project plans, associated communications, agendas, and meeting minutes as assigned
- Track project milestones and deliverables; develop and deliver progress reports, proposals, requirements documentation, and presentations
- Assist in the development of best practices and tools for project management
- Participate in training sessions, presentations, and meetings
- Work closely with management to keep them informed of upcoming commitments and responsibilities
- Follow up on customer and leadership needs appropriately. Have a sense for issues occurring and keeping project managers updated
- Serve as a point of contact with project stakeholders
- Determine appropriate course of action or response for incoming issues

Expectations and Performance Measures:

- Respond to customer requests according to Service Level Agreement.
- Projects delivered on time according to project plan milestones and deliverables.
- Provide timely communication as outlined in the IT Communication Standards Document.

Leadership Competencies:

- Technical/Professional Expertise
- Collaboration and Teamwork
- Solves Problem
- Builds Relationships

Skills/Education Required:

- Bachelor's degree in Business, Information Systems or equivalent
- 3-5 years direct work experience in a project management capacity, including all aspects of process development and execution
- Proficient computer skills including working with (Visio, Excel, PowerPoint, JIRA, etc.)
- Strong analytic, organizational and problem solving skills
- Teamwork, Communication, Presentation skills
- Ability to learn quickly and adapt to change
- Strong and collaborative work ethic; team oriented; high integrity
- Strong communication and interpersonal skills
- Reacts to project adjustments and alterations promptly and efficiently
- Flexible during times of change
- Persuasive, encouraging, and motivating
- Must be able to learn, understand, and apply new technologies
- Ability to effectively prioritize and execute tasks in a high-pressure environment is crucial
- Presentation skills; ability to clearly convey information to groups of diverse individuals
- Impeccable integrity and work ethic

Physical Demands and Work Environment:

N/A

Note: The specific statements shown in each section of this Job Description are not intended to be all-inclusive. They represent typical elements and criteria considered necessary to successfully perform the job. Nothing in this job description restricts management's right to assign or reassign duties and responsibilities to this position at any time. Employees are expected to perform any and all duties as assigned by management to the levels expected of management. The Employee's signature on this job description is only an acknowledgment of receipt of the job description and in no way alters the Employee's "at will" employment, implies or constitutes a contract of employment for a definite period of time or is meant to be an all-inclusive explanation of work to be performed.

To Apply: Send resume to careers.ari@ari-slc.com with the job title in the subject line.