Part-time Contract Project Coordinator

About the Company:

TechJutsu is a boutique company comprised of accomplished tech specialists offering complete Identity & Access Management (IAM) solutions. From assessment and solution design to providing training for users within the systems and maintaining IAM solutions, TechJutsu aims to be the IAM partner of choice. In addition to providing IAM solutions, TechJutsu owns Caller Verify, a SaaS product designed to eliminate the need for security questions and increase call center efficiency.

The Team:

The team culture is highly collaborative, and the team is composed of high performers.

Role:

You will work with senior technical resources on small client projects in the field of Identity & Access Management. These projects typically require minimal coordination effort and run smoothly. The project scopes are well-defined, and we have templates for key tasks and documents.

This is a part-time contract role, 100% work from home, with an estimated workload of 10-20 hours per week.

Key Responsibilities:

- Running kick-off meetings with clients and technical staff following our templated procedure
- Managing small projects typically ranging from 5 to 200 hours
- Providing hourly reports to clients on a weekly basis
- Requesting client sign-offs on project completion and key milestones
- Handling any escalations
- Scheduling
- Monitoring work levels and advising the CEO if there is a shortage of work, so that sales efforts can be increased
- Managing calendar to ensure maximum technical resource usage
- Performing light project planning
- Ensuring all billable hours are entered into the time-tracking system (Clockify)

Required Skills:

- Very proficient in Microsoft Excel and other office software
- Excellent communication skills with a strong command of English, both written and verbal
- Exceptional attention to detail
- Organized and capable of managing multiple tasks
- Highly self-motivated and able to work independently
- A minimum of two years of experience in a similar role or within project management

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