



Project Coordinator for Argent International:

What we do:

We are a 3M Preferred Converter and specialized in designing, fabricating, and distributing a wide variety of custom adhesive and die-cut solutions for over 45 years! Through a wide variety of converting technologies, we offer a diversity of products, ranging from simple die cut tapes, seals, and gaskets, to fully-assembled sub-components. We utilize over 250 different raw materials, used for Attachment, Buzz, Squeak & Rattle / NVH, EMI Shielding, Fastening, Gasketing & Sealing, Labeling, Printing & Identification, Masking, Safety, Surface Protection, and Wind Noise / Sound Dampening.

What we need:

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.

What you'll do:

- Maintaining and monitoring project plans, project schedules.
- Documenting and following up on important actions and decisions from meetings.
- Preparing necessary presentation materials for meetings.
- Ensuring project deadlines are met.
- Determining project changes.
- Providing administrative support as needed.
- Undertaking project tasks as required.
- Developing project strategies.
- Ensuring projects adhere to frameworks and all documentation is maintained appropriately for each project.
- 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.

What you'll need:

- Bachelor's degree in business or related field of study.
- 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 applications including Word, Excel, and Outlook.
- Knowledge file management, transcription, and other administrative procedures.
- Ability to work on tight deadlines.