

620 NE 3rd St, Suite A
McMinnville, OR 97128
Phone: (503) 468 4890

Position: Project Coordinator

Company Overview

Buildable, a custom software development company based in McMinnville OR, is looking for a Project Coordinator to join the team and support the existing project managers.

Who is Buildable? We are a team of dynamic and motivated people, creatives, engineers, and project managers who build creative and innovative software solutions for our clients. We work hard, have a sense of humor, value human connections, and invest in the ongoing training of our people. Great people make great software.

Position Description

The Project Coordinator duties include and are not limited to:

- Meeting with clients and other stakeholders
- Proactively planning for sprints with production teams
- Reporting project progress to account management
- Creating tasks from sprint plans
- Regularly following up on project progress
- Documenting reports for issues and enhancements without delays
- Assisting in resource management, balancing staff capacity with project needs
- Ensuring projects are on-time and on-budget
- Producing clean documentation, such as roadmaps, to communicate progress to clients
- Preparing agendas and clear goals for efficient meetings
- Creating post-meeting notes and distributing to interested parties
- Producing weekly status reports
- Facilitating respectful, productive retrospectives with peers and leadership
- Working gracefully in a fast-paced environment
- Driving the future of the project management department by building awareness of industry trends and experimenting with new, helpful practices

Minimum Qualifications

- Excellent written and verbal communication skills
- Fluent in English
- Excellent organization and time management skills
- Must be fully eligible to work in the United States

Preferred Qualifications/Skills

- BS in business administration, computer science, or related field
- Knowledge of Lean and Agile methodologies
- Knowledge of the Scrum framework
- Relevant experience
- Basic understanding of any of the following: HTML, CSS, JavaScript, C#

Technical Skills

- Proficient with Microsoft Office 365 (Outlook, Excel, Word, SharePoint, Teams, etc.)
- Project management: Airtable, GitLab, Jira (desired, but not required)

Office Location

- McMinnville, OR

The perfect candidate is one who:

- Likes challenges and to work in a fast-paced environment
- Has a real eye for detail and recognizing patterns
- Enjoys following through and clearing ambiguity
- Addresses conflict with empathy
- Is obsessed with quality
- Is well-spoken and communicates clearly and directly
- Can create sketches and mockups to communicate ideas between teams
- Can grasp and convey effort-level of technical solutions
- Can break down technical language into layperson terms
- Can balance client priority with business feasibility
- Anticipates customer needs
- Empowers team members for success
- Enjoys discussing and optimizing processes and systems
- Is a lifelong learner
- Truly believes “teamwork makes the dream work”
- Enjoys “leaving no stone left unturned” and investigating the unknown

Ready to apply?

Please send inquiries to careers@buildableworks.com. Include PDFs of your resume and a cover letter. Reference “Project Coordinator” in the subject line.

Buildable is an Equal Opportunity Employer. Buildable reserves the right to close the position at any time before the deadline if it is fulfilled prior to the posted deadline.