

Project Management Coordinator

Enseo

For more than 18 years, Enseo has been known as the backbone of the hospitality in-room experience. The company's superior products, including set-back boxes and applications, are preferred by the world's largest hotel groups. Enseo is a dynamic and fast-paced technology provider that is transforming industries with emerging digital products. We are always on the lookout for world-class talent with a passion for exceeding expectations. Is that you?

General Description

Enseo Project Managers own the overall responsibility for the successful initiation, planning, execution, monitoring, controlling and closure of all installation projects for Enseo products and services. Our Project Management Coordinator will be the trusted right-hand support to the team and is critical to the overall success of our projects and organization.

Responsibilities

- Schedule Hand Off call (coordinator)
- Prepare Project Budget Reconciliations for each Project Manager on a weekly basis.
- Confirm Site Survey Schedule with Property (Get Rooms)
- Follow-up and acquire survey documents
- Upload Survey into NetSuite
- Create SITE maps
- Schedule and Track Site Visits for onsite support
- Update all Support Cases with information pertaining to Tech Visits and keep updated as schedules change

****This position requires you to be available to dispatch technicians on nights and weekends****

Education/Experience

3-5 years' experience in a fast-paced administrative setting.

Benefits

We value our employees' time and efforts. Our commitment to your success is enhanced by our competitive pay and an extensive benefits package including paid time off, medical, dental and vision benefits. Plus, we work to maintain the best possible environment for our employees and strive to provide a collaborative, creative environment where each person feels encouraged to contribute to our processes, decisions, planning and culture.

Please send resume to Katy Ericson, Vice President of Human Resources – kericson@enseo.com