



Project Coordinator

For over 20 years, Federated National, a Property & Casualty insurance carrier and claims adjusting company has served communities and families by providing quality insurance and claims services, specializing in Homeowners Insurance, High Value Homes, Flood, Condo, General Liability Insurance and more.

Our team of experienced insurance professionals is dedicated to providing exceptional products and services. Our exceptional service model has earned us an "A+" rating with the Better Business Bureau and our strong leadership continues to be the key to our continued success.

If you aspire to be the face of a dynamic organization like Federated National and be a part of an exceptional team of professionals who believe in the highest level of Customer Service, with respect, compassion and genuine concern for our clients at the forefront of all we do. We welcome you to be a part of our team in achieving these goals.

If you desire to be a part of Federated National, please take a moment to review the position responsibilities and requirements below for the position of **Project Coordinator** and submit your resume to HR-Recruit@FedNat.com.

Knowledge:

- Provide clerical support to project manager for successful and timely project completion, regardless of challenges that may be encountered.
- Coordinate and ensure smooth operation of multiple projects from start to finish.
- Keep records of all information related to project(s) for documentation, clarification and delivery to management and/or various departments as directed by project manager.
- Carry out administrative duties by helping to set objectives for projects, collecting data, sorting, filing and sending out project files to the appropriate party, personnel, and/or stakeholders.
- Ensure changes in project plans are communicated to team/group.
- Handle small projects assigned by project manager and assist project manager in taking care of the fine details of large projects.
- Assist with arrangements for meetings, presentations, seminars and trainings by being organized and provide reminders when necessary.
- Follow up on information requests, take minutes during meetings, and analyze statistical data as required.
- Maintain records of project schedules and prepare weekly progression updates.
- Prepare written correspondence and communicate using a variety of formats.
- Process incoming mail for the department and otherwise assist as required.
- Possess the knowledge and skills to work independently and fill in for project manager by handling daily operations in their absence.
- Liaise, as requested by project manager, with Accounting Department regarding reporting and budget requirements.

Skills:

- Strong interpersonal and customer service communication skills.
- Initiative and ability to think logically and critically while maintaining a flexible attitude.
- Ability to maintain organized and detailed supporting documentation. .
- Strong time management and organization skills with the ability to solve problems effectively.
- Resilient to coping with conflicting demands and able to prioritize duties and work under pressure.
- Strong computer skills with a penchant to adapt easily to learning new software and procedures.
- Effective verbal and oral written communication skills.
- Microsoft Office skills, i.e. (Excel, Word, Outlook, PowerPoint).
- Punctual and reliable with the ability to build relationships at all levels.

Education & Experience:

- High School Diploma
- 1-5 years' experience working in a Project Environment or similar discipline.
- Project Management Certificate or Certification is a plus.
- Knowledge of Project Management Software, including Agile and Scrum.

Physical Requirements:

- **Sedentary Work.** Exerting up to 10 pounds of force occasionally and/or negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body. Sedentary work involves sitting most of the time. Jobs are sedentary if walking and standing are required only occasionally and all other sedentary criteria are met.
- **Visual Acuity.** Required to have close visual acuity to perform activities such as: preparing and analyzing data and figures, viewing computer terminal, extensive reading.
- **Reaching.** Extending hand(s) and arm(s) in any direction
- **Fingering.** Picking, pinching typing or otherwise working primarily with fingers rather than with whole hands
- **Repetitive Motion.** Substantial movements (motions) of the wrist, hands and/or fingers.
- **Talking.** Expressing or exchanging ideas by means of the spoken work. Those activities in which they must convey detailed or important spoken instructions to other workers accurately, loudly, or quickly.

Federated National is an Equal Employment Opportunity Employer, DFW, offering a comprehensive benefit program including, Medical, Dental, Life Insurance, 401K, Tuition Reimbursement, with a great management team and working environment.