



Job Posting Project Management Coordinator

One Community Bank is seeking a **Project Management Coordinator** to join our team. Interested candidates should submit their resume or application to Talent at careers@onecommunity.bank.

A modern, progressive and forward-leaning bank focused on serving our clients, supporting our colleagues and investing in our communities. The one bank that's different from other banks. We began as a single location serving the Oregon, Wisconsin, community back in 1976. Since then, **One Community Bank** has grown to serve 10 locations in Oregon, Adams, Grand Marsh, McFarland, Middleton, Oxford, Stoughton, Sun Prairie, and Waunakee. Come grow with One Community Bank! **We have been voted Best Place to Work four years in a row!**

Summary:

The Project Management Coordinator works closely with the AVP-Project Management Officer to manage small to organization-wide projects through defined project management formalization. The Project Management Coordinator will perform various organizing tasks, such as scheduling and task tracking, along with administrative duties, such as maintaining project documentation. To succeed in this role, you should be highly motivated and organized, with an extraordinary attention to detail, superior time management skills and communication skills, as you'll collaborate with internal teams achieve deliverables by deadlines.

Essential Duties and Responsibilities of Project Management Coordinator include the following:

- Liaise with management to identify and define project requirements, scopes, and deliverables that align with organizational goals.
- Provide project management discipline to all engagements to ensure deadlines are communicated, clear and defined.
- Coordinate internal and external resources, ensuring projects remain within the scope, schedule, and defined budgets
- Analyze project progress and maintain continued communication with management and project stakeholders throughout the life of the project
- Ability to identify problems that arise during projects and work with stakeholders to address.
- The duties and responsibilities described are not a comprehensive list. Additional tasks may be assigned as necessitated by business demands.

Desired Qualifications / Skills / Abilities of Project Management Coordinator:

- College degree or equivalent work experience.
- Experience in running projects (large/small).
- Meeting deadlines.
- Holding people accountable and be engaged across disciplines.
- Exceptional communication skills, both written and verbal, in a professional setting.
- Strong problem-solving skills.
- Experience in managing teams.
- Attention to detail.
- Advanced Microsoft Office skills.
- Ability to manage several projects simultaneously.

Benefits Include:

- 401(k), 401(k) matching
- Health Insurance (Choose from 5 plans)
- Dental insurance
- Flexible spending account
- Life insurance and Universal Life Insurance
- Long-term and Short-term Disability Insurance
- Paid time off
- Vision insurance
- Pet Insurance
- Wellness Program