



Advanced Computer Technologies is looking for an Office Coordinator to work in a collaborative fashion with our Norwalk Management Team.

Potential Duties and Responsibilities will include:

- Meeting Coordination
- Resource Scheduling
- Proposal Development
- Documentation & Reporting
- Ad-Hoc projects as required

Qualifications

- Experience in a similar capacity
- Familiarity with project management flow
- Experience developing and adjusting proposals
- Moderate to Advanced Microsoft Office experience
- Experience using Customer Relationship Management software

Desired Attributes

- Proficient with technology including Microsoft Suite & CRM application
- Strong written and verbal communication skills
- Ability to work independently and as part of a team
- Accurate & Detail oriented
- Ability to prioritize and meet deadlines

Additional Details

- Position is located in Norwalk, CT
- Part Time (M, T, Th 8:30-5:30)
- Compensation: \$18-\$22/hr DOE

If you are looking for meaningful work with a growing business please submit your resume for consideration.