

## **IT Project Coordinator - Riverside, CA**

### **COMPANY**

Located in the Freeway Industrial Park, Riverside, California, Acorn Technology Services is a provider of Managed Information Technology Services (“MITS”). We believe that all businesses, regardless of size and industry, are increasingly dependent on information technology, but find the understanding and management of IT to be a distraction from the activities that are essential to their success. Acorn Technology Services offers high quality, reasonably priced, dependable IT solutions, thereby allowing its customers to focus on their core competencies.

With Acorn Technology Services integrated IT solutions and custom-tailored hardware and software systems, our customers can quickly achieve their ideal IT infrastructure without the costs of an “in-house” IT department.

### **GENERAL PURPOSE OF THE POSITION**

The IT Project Coordinator works closely with the internal technical and customer service staff to ensure project parameters meet the needs of the customer and that the project is delivered on time and within budget and scope. Work with external customer vendors is frequent. An understanding of technology, business practices, and analysis is critical to success in this position.

### **DUTIES**

- Create project plans using available human and technological resources.
- Work with Management teams to ensure accurate prioritization of projects and duties.
- Drive project delivery through effective use of resources while working with internal contacts and applicable vendors.
- Clarifies and communicates project objectives.
- Develops and tracks project plans for individual tracks of work (as part of a larger project plan).
- Manage change control process.
- Assure that projects complete according to schedule and within budget.

### **EDUCATION AND EXPERIENCE**

- High school diploma or equivalent required. College coursework or technical training desired. Applicable work experience may be substituted for education.
- Proven work experience leading projects; a minimum of 2-years fulltime experience in project coordination capacity required.
- Hands on experience with concepts, practices, and procedures related to the IT field.
- Demonstrated leadership capability, preferably with technical teams.

### **KNOWLEDGE, SKILLS AND ABILITIES**

- Strong interpersonal, analytical, problem solving, facilitation, organizational, prioritization, decision making, and conflict resolution skills.
- Basic understanding of project management methodology including the ability to identify and resolve issues, manage risk, develop detailed work plans and specifications, perform resource allocations and run team meetings.
- Strong verbal and written communication skills.
- Ability to evaluate solutions and issues and to defer to the expertise of the technical team.
- Develop and continuously improve project governance processes.
- Produce regular management reporting of project progress and data.

- Coordinate implementations and facilitate communication with business and technical staff.
- Produce regular status reports, issue resolution, and documentation.
- Review goods and services contracts for technical, functional and strategic fit
- Conduct feasibility studies in preparation for recommendations of appropriate technology solutions to business problems/opportunities

**OPENINGS**

Full-time position available now. Will require working evenings and weekends, as well as scheduled on-call work. Open until filled. Applicants subject to background checks.

**COMPENSATION**

\$15-20/hour, depending on experience. Plus benefits

**CONTACT INFORMATION**

Principals only. Recruiters, please don't contact this job poster. E-mail resumes to [careers@acorntechservices.com](mailto:careers@acorntechservices.com)-please attach to the email as a PDF or a MS Word document; links are not acceptable. Please reference tracking code 4806100 in your email communication; failure to do so will result in your application not being processed.