Yorke
ENGINEERING, LLC
www.YorkeEngr.com

Project Coordinator and Business Operations

Join Yorke Engineering, LLC, an Environmental Consulting leader in California that implements Environmental Engineering and Compliance solutions for our clients throughout California. Our mission is to solve environmental compliance problems for industrial and governmental/infrastructure facilities. We are a growing and dynamic organization of highly respected professionals. Yorke Engineering, LLC has assisted over 1,400 client organizations with their Air Quality and Environmental Compliance, Engineering, and Permitting needs. Our philosophy is to efficiently help government and industrial customers with the complex array of environmental laws and regulations. From simple permits to complex agency negotiations, from small companies to the largest of California's organizations, Yorke successfully solves our clients' Air Quality and Environmental challenges. Our team has over 1,000 years of combined environmental experience and consists of engineers and scientists that specialize in Air Quality, Waste, Water, CEQA, Safety, and Industrial Hygiene.

We are looking for a sharp and reliable professional to join our team to support our **Project Coordinator and Business Operations** role in Southern CA. This is a full-time position at 40 hours per week from our corporate office in San Juan Capistrano, CA during our normal business hours. We offer a full benefits package including Paid Time Off, Holidays, Full Medical/Dental/Vision, along with a 401k with a generous company match.

Position Summary:

Reporting and working directly with senior leadership and technical staff, this role will primarily support a variety of business and operational MIS needs which include Project Setup, Coordination, and Close-out Support while working within our online Project Management Online Tools (MS PWA and SharePoint) to ensure all projects follow the company's Project Management systems and processes. In addition, this position will support a variety of business and operational support needs working with Executive Management and Business Operations Support on top of the primary duties listed above.

The position requires a professional individual with a high standard of quality, efficiency, and organization as well the drive and initiative to complete tasks independently. This position will also involve experience in integrating multiple existing and new information management systems for a growing organization. This position will require the candidate to prioritize multiple responsibilities and pro-actively manage and drive others to complete their tasks by engaging with staff and various departments. The candidate will be required to think critically and solve problems in a self-sufficient manner with support provided as needed.

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The Job Responsibilities include:

- Provide implementation and coordination of our Project Management and SharePoint filing Management Information Systems in coordination with Proposal, Project, and accounting teams.

- Support our technical projects utilizing our Project Management software to make data and information available to our project and management teams by working with IT, HR, Accounting, Marketing, and Management teams.
    - Specifically:
        - Setup, Adjust, Amend, and Close-out projects in Microsoft Project Web App (PWA) and SharePoint, with the assistance of the Proposal, Project, and accounting team members.
        - Track and analyze project performance, budget, schedule and report to management on findings, being able to suggest improvements to processes and systems.
        - Refine use and suggest improvements to MIS for resource planning, availability, project scheduling, and integration with accounting software.
        - Assist with staff training on MIS software.
        - Assist project managers in administrative functions and processes within PWA.
        - Provide support to the accounting department during the invoicing process to ensure relevant information in PWA is reflected in invoices and work descriptions.
    - Provide additional support to technical projects and staff, Proposals Team, Accounting Team, Operations Team, and Marketing Teams as needed, and time allows.
    - Provide day to day office support such as mail, supplies, event planning, deliveries as needed.

Candidate Qualifications include:

- Bachelor's or Master's degree in Business, Business Management, MIS, or relevant major required - from an accredited university with minimum GPA of 3.0; **GPA will be verified.**

Salary: Competitive - Commensurate on Experience
Classification: Full Time Exempt
Benefits: Full Medical/Dental and 401k Package with Paid Time Off.

- 2-5 years of work experience in information systems, project management support, project administration, project management software, and/or business operational support.
- Experience with project management practices and tools to create, manage, and track project performance, cost, quality, and client satisfaction.
- Solid organizational skills including ability to multi-task, prioritize, and work independently.
- Experience with database management and integration **(highly preferred).**
- Excellent verbal and written communication.
- Ability to think critically and develop solutions.
- Advanced computer applications, database management and strong Microsoft Office365, Sharepoint Docs Libraries and List, OneDrive, Excel, Word, Powerpoint, and Database abilities.
- Experience with Microsoft Project, Power BI, Power Automate, Microsoft Project Web App **(highly preferred).**

Salary: Competitive - Commensurate on Experience
Classification: Full Time Exempt
Benefits: Full Medical/Dental and 401k Package with Paid Time Off.