

REMOTE JOB OPPORTUNITY!

Job Title: Program Manager (Data Integrity)

Reports To: Chief Programs Officer

Position Status: Permanent Exempt

Salary: \$70,000-\$80,000 DOE

Schedule: Maxi-Flex (Core Hours 10am-2pm CST)

Travel: Not Required

Duty Station: Remote (Anywhere, U.S. Only)

Benefits: Benefits eligible

Other: Federal Background Clearance

Announcement Closes: May 10, 2024

Edmond Compliance Services Inc. (ECS) is seeking a responsible Project Coordinator to assist with ensuring data integrity for clients as required.

Project Coordinator responsibilities include working closely with the Chief Programs Officer to prepare comprehensive action plans, including resources, timeframes and budgets for projects. To succeed in this role, you should have excellent time management and communication skills, as you'll collaborate with clients and internal teams to deliver results on deadlines. The Project Coordinator's primary duty is to ensure that all projects are completed on time, within budget and meet high quality standards for clients.

Strong client-facing and teamwork skills

Familiarity with risk management and quality assurance control

Strong working knowledge of Microsoft Project and Microsoft Planner

Hands-on experience with project management and customer relationship management tools (e.g. Basecamp, Salesforce or Trello)

Bachelor's in Business Administration or related field PMP / PRINCE2 certification is a plus.

DEMONSTRATED PROJECT COORDINATOR EXPERIENCE MAY BE CONSIDERED IN PLACE OF EDUCATION.

Email: hr@edmondcompliance.com

Subject: Program Manager (Data Integrity)

Resume's will be reviewed on a rolling basis and selected candidates contacted for interviews accordingly. Anticipated start date July 2024.

Full-time ECS employees enjoy a comprehensive benefits package to include health, dental, life insurance, generous leave accrual, matching retirement and eleven paid holidays.