

PROJECT ADMINISTRATOR IN PITTSBURGH, PA AND CLEVELAND, OH

RECRUITING CANDIDATES WITH A DEMONSTRATED ABILITY TO EXECUTE ON PROJECT OBJECTIVES AND DELIVERABLES AND COMMUNICATE EFFECTIVELY ACROSS AN ORGANIZATION.

ABOUT OUR COMPANY:

With over 20 years of experience in supporting corporate and federal recruitment, workplace mentoring, and technology accessibility initiatives, Bender Consulting Services, Inc. is the leading national expert in disability employment solutions for private and public sector employers. To learn more about how to start your career with Bender Consulting Services, Inc., please visit our website at www.benderconsult.com.

HOW TO APPLY:

To apply for consideration for the following career opportunity for people with disabilities, please visit www.benderconsult.com/careers/submit-resume and complete the electronic form.

POSITION DESCRIPTION:

- Execute project objectives and deliverables; planning work according to the objectives; assess and control risk for the project.
- Use appropriate tools to assist with planning and scheduling project timeliness and milestones.
- Partner with project team members to assign tasks, direct activities, and control project execution.
- Communicate project updates and results to team members and stakeholders in a timely and clear fashion.

QUALIFICATIONS:

- Associates degree, or equivalent experience and education, required.
- Ability to project objectives within established timeframes, with no requirement for project size.
- Accountable to ensure the project team is resourced as needed.
- Excellent teamwork, written, and oral communication skills required.