

Position: Project Coordinator

Location: Cerritos, CA

About GST

Golden Star Technology Inc (GST) headquartered in Cerritos, CA is a leading provider of IT & AV solutions and services for small to midsize businesses, enterprises, governmental agencies, and educational institutions. Our history conveys our industry strength and customer commitment. Founded in 1985, GST has grown by offering the widest breadth of products, custom configurations, and exceptional customer service across all industry-leading and visionary manufacturer solutions. www.gstes.com

GST Project Coordinator

The GST Project Coordinator will serve as a liaison and coordinate IT & AV projects according to strict deadlines, managing resources, and meeting budgets. This includes tracking orders, facilitate planning meetings, interactions with clients, over-seeing the efforts of team members and third-party contractors, and provide final project documentation. This role requires strong multitasking, organizational skills, and customer service. Strong background in IT & AV technology is highly preferred.

Job Requirements

- Coordinates, defines, staffs, and manages one or multiple projects
- Serves as primary project point of contact with management and various technical personnel on project from inception through completion
- Conducts site surveys and kickoff meetings
- Develops project schedules, coordinates project status meetings, and manages resources
- Works with project business owner to oversee delivery performance, ensure delivery quality, report schedule cost, and execute performance
- Writes and provide pre- and post- project documentation
- Manages the delivery of enhancement/projects, including but not limited to building project plans and schedules, identifying and assigning resources, tracking and reporting progress; and, ultimately driving projects to completion through timely and effective communication of project work and status to project contributors and stakeholders
- Collects and documents business processes and requirements from users
- Performs quality check and assurance documents
- Plans, coordinates and/or delivers user training when applicable

Skills:

- At least five (5) years of experience as a Project or Account Manager or Specialist or similar role managing enterprise projects.
- PMP certification preferred
- Strong Microsoft Office knowledge
- Strong client-communication and interpersonal skills

- Past technical projects in IT and AV
- Strong writing skills
- Analytical problem solving skills

Compensation & Benefits:

- Competitive salary
- Medical/Dental/Vision
- 401K Plan
- Vacation