

# Project Coordinator

## Administrative Support Team

GCAP Services, Inc.  
3525 Hyland Avenue, Suite 140  
Costa Mesa, CA 92626

Dear Candidate,

GCAP Services, Inc. is looking for a Project Coordinator to support various compliance-oriented projects within the public contracting arena. This position is a **full-time hybrid** position that requires candidates to work out of our **Costa Mesa** corporate office and from home. The Project Coordinator will work closely with GCAP Project Managers, senior consultants, consultants, and client representatives. While roles and responsibilities will vary from project to project, this individual is the “glue” that connects our team members and provides coordinative skills that enable our team to continually succeed in supporting our clients.

The ideal candidate is organized, analytical, proactive, versatile, and passionate about providing administrative support to align project teams and enable them to meet and exceed client expectations and organizational goals. We are looking for a world class communicator that enjoys managing multiple tasks and projects at once with an ability to effectively prioritize responsibilities. This individual thrives in a fast-paced environment, has an upbeat positive attitude, can work well within teams and independently, and possesses logical and critical thinking skills. Our ideal Project Coordinator embraces our company values, can quickly adopt new concepts, and is capable of delivering optimal solutions to our clients.

### Our Values



## Qualifications

- 🎯 High School Diploma required; Associate’s or Bachelor’s degree preferred
- 🎯 3+ years of experience providing project or administrative support, conducting outreach, scheduling and coordinating events, and reviewing and editing draft work into final product with demonstrated knowledge of web-based applications.

## Responsibilities

- 🎯 Coordinates project meetings and deliverables by continually updating calendars and revising project schedules to ensure timely execution of project tasks
- 🎯 Schedules workshops, plans events, and partners with key participants to seamlessly connect all stakeholders on relevant project tasks
- 🎯 Creates and maintains critically important project status reports, tracking sheets for group trainings, and draft and final deliverable work products with direction from GCAP’s Project Manager
- 🎯 Arranges internal team meetings and supports the logistics for team activities, calls, and meetings through note-taking and coordination and informs project team of due dates for tasks and deliverables to keep projects and personnel on schedule
- 🎯 Collaborates with project teams to define goals, develop sustainable best fit solutions, and circumvent potential and encountered challenges

# Project Coordinator

## Administrative Support Team

GCAP Services, Inc.  
3525 Hyland Avenue, Suite 140  
Costa Mesa, CA 92626

- 🏆 Assures quality of deliverables and final work products by reviewing final draft reports and correspondence with clients prior to sending

### Skill Set & Personality

- 🏆 Demonstrated task manager with ability to plan assignments, gather resources, and analyze and document project tasks, activities, progress, and needs
- 🏆 Passionate and logical people person that enjoys planning and facilitating outreach and training events, registering participants, managing and analyzing event data, and conducting follow-up activities for participants
- 🏆 Analytical and critical thinker with the ability to synthesize complex information and present it in an easily understandable way
- 🏆 Flexible, detail-oriented, and adaptive learner with superb organizational skills and ability to work on multiple concurrent tasks
- 🏆 Effective verbal and written communicator that understands the value of good customer service and internal collaboration with team
- 🏆 Technically skilled individual with proficiency in Microsoft Excel, Word and PowerPoint and knowledgeable of web-based applications that include Microsoft Teams, Outlook, Constant Contact, WebEx, GoToMeeting, and additional web-based applications and systems

### Salary

- 🏆 \$60k - 70k per year

### Benefits

GCAP values our employees and what they do for our success as an organization. We invest in our workforce, treat our employees with respect, and take pride in being an ethical and responsible employer. Therefore, GCAP offers the following benefits:

- 🏆 Medical, dental, and vision benefits—we cover 75% of employees' monthly medical premiums and 50% of employee deductibles
- 🏆 21 PTO days per year for junior employees and the opportunity to earn 31 days per year after accumulating key employment milestones are achieved
- 🏆 401k matching and profit sharing
- 🏆 Tuition assistance and certification allowance
- 🏆 Opportunities to attend trade conferences and participate in internal trainings
- 🏆 Participation in quarterly all-hands meetings, holiday parties, and celebratory events



For more information about our company, please visit our [website](#). Interested candidates please email your resume to [csalcedo@gcapservices.com](mailto:csalcedo@gcapservices.com).