



## **Project Coordinator**

### **About User Insight**

User Insight, an international research firm headquartered in Atlanta, Ga., has been recognized as one of the fastest-growing privately held companies in the United States by Inc. Magazine three years running. Employing a consistent methodology and dedicating a full team of diversified industry professionals to every client engagement, User Insight gathers and analyzes the voice of the customer to provide insight to user behavior, create intuitive products and lead market strategy. Currently, User Insight has conducted research across the U.S. as well as in 15 countries for more than 300 clients spanning 25 industries. For more information, please visit [www.UserInsight.com](http://www.UserInsight.com).

### **Job Description**

As a Project Coordinator, you will wear multiple hats. You are primarily responsible for assisting Project Managers with research projects, including, but not limited to, creating and maintaining projects on User Insight's internal project collaboration tools (e.g., Basecamp and Voice), managing and reconciling invoices and AMEX receipts for projects and booking any travel related to a given project. Qualified candidates should be positive, energetic, self-motivated and a team player. Candidates must also have strong communication skills, including the ability to speak confidently and professionally to colleagues and executives.

### **Core Responsibilities**

- Assist with invoicing to clients
- Manage unpaid invoices
- Reconcile AMEX for operations and client services
- Accounts payable
- Book travel
- Create and manage projects on Basecamp and Voice

### **Qualifications**

- Positive and energetic
- Above average ability to multi-task
- Strong attention to detail
- Excellent communication skills
- Ability and desire to work in a fast-paced environment
- Proficient in Pages, Keynote, and Microsoft Suite