

Be the difference in a complex reality

Project Coordinator

As part of the [bu:st] group which is headquartered in Munich, Germany, [bu:st] LLC serves the North American market, supporting clients with project management expertise and organizational development. Founded in 2008, [bu:st] combines different project management methods such as PMI, CMMI and agile methods to ensure successful project execution for our clients.

So far [bu:st] LLC has successfully executed 200+ projects across various industries. Our service ranges from project coordination to consulting and as a growing company we strive to be recognized as a premium service provider on the East coast.

The ideal candidate plays an active role in growing [bu:st] and is able to skillfully navigate through constantly changing environments.

- Communication with customer, vendors, and potential candidates
- Critical thinker that questions the status quo and acts based on facts
- Works well independently and with a team, is driven and takes initiative
- Strong communication skills
- Embraces a premium service provider mindset and takes ownership
- Eager to learn and get better every day as well as highly organized and structured
- Positive, energetic and enthusiastic
- Proficient in MS Office, strong Excel skills are a plus
- 1-2 years of experience in project management or comparable field

As a Project Coordinator you take over part of a project and you will be responsible to maintain and improve the current project execution with the help of an experienced [bu:st] project manager. Your tasks will range from data analysis, to meeting moderation, to project status report creation, and to process analysis and optimization.

This position is ideal for someone who is:

- Prior Experience in a professional environment
- Detail-oriented – Excellence lies in the details
- Adaptable – enjoys work that requires frequent shifting between different topics
- Curious – constantly soaks up knowledge and immediately applies it
- Multi-tasks – able to handle [bu:st] internal and client tasks at the same time
- Aspiring – eager to actively grow a company
- Entrepreneurial – dedicates time to grow [bu:st]

What We Offer

[bu:st] offers a dynamic culture and provides a great growth environment. We have a flat hierarchy which allows you to work projects side by side with the leadership team. All new hires receive on the job training and run through a 3-month-long mentoring program.

Are you interested?

Interested candidates should apply online at bu-st.com/career/jobs.

Any questions can be sent to career@bu-st.com

www.bu-st.com/career

