



---

## Senior Project Coordinator (SPC)/Administrative Support - Position Description

### Why we love working at PIE:

The work we do every day is fascinating – we are privy to cutting-edge business conversations. Our culture and our people make PIE a great place to work. In addition to the generous benefits, PIE values and invests in its employees' health and well-being. We believe our work is in service of our lives. We are committed to ongoing coaching and training. We celebrate our individual and collaborative successes. To nourish our culture and build relationships outside the office, PIE holds annual company golf scrambles and ski outings, participates in cornhole league, and engages in community outreach.

### Position Description:

Senior Project Coordinator's (SPCs) are critical to all aspects of our client projects and our business, ensuring information is accurate and deadlines are met. This role is focused on building and maintaining executive roundtable communities for C-level executives on a global scale. SPCs may engage with **CFOs**, **COOs**, and **CMOs**, among other functions from companies such as **Coca-Cola**, **Amazon**, **John Deere**, **Pfizer**, **Oracle**, and **Goldman Sachs** daily. PIE works on behalf of the world's most renowned professional service firms including **Accenture**, **Boston Consulting Group**, **Cognizant**, and **KPMG**.

### Breakdown of Duties and Responsibilities:

- Provide administrative support to our Managing Directors, Directors, and Associate Directors
- Manage logistics for teleconference interactions and live events
- Communicate with C-suite executives worldwide and their offices to schedule appointments
- Maintain accurate and detailed database of client information via CRM software and spreadsheets
- Generate weekly client reports
- Communicate effectively and efficiently with project managers on client teams
- Prepare documents for client and member distribution
- Participate in client calls and provide project/membership updates
- Research and source executive contact information
- Recruit executives to roundtables via phone and email outreach as needed
- Assist with follow-up to secure sales meetings for Directors and Managing Directors
- Contribute to internal initiatives (e.g., PIE marketing collateral, research projects, company culture and team building, internal training sessions)
- Collaborate internally with SPCs and leadership to continually improve processes

### Qualifications:

We are looking for motivated individuals who embrace responsibility, have a keen eye for detail, can manage multiple projects simultaneously, and perform well under pressure. To succeed in the position, individuals must be efficient, highly organized, flexible, and detail-oriented. SPCs are not afraid to pick up the phone and call an executive office anywhere in the world. Individuals must have strong verbal and written communication skills; proficiency in Microsoft Office (Excel, Word, Outlook) is preferred.

*\* Due to client confidentiality, background checks are required prior to employment.*

**Salary Range:** Competitive DOQ

**Hours:** Full-time (General Hours of Operation: 7:00 a.m. – 4:00 p.m.)

**Position Location:** We are looking for candidates to work with us in our Bozeman, Montana Office

**Benefits:**

Health/Dental/Vision Insurance, Retirement Contribution, PTO, Paid Holidays (including a 2-week paid winter break), Continuing Education/Professional Development Opportunities, Parental Leave, Flexible Schedules, Commission Potential, Travel Opportunities, Charitable Donation Program, Gym Membership Contribution

**PIE Values:**



**Living  
Full Lives**



**Make  
it Happen**



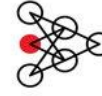
**Black  
Tie/  
White  
Glove**



**Smile  
& Dial**



**Hungry**



**PIE  
PACK**



**Land  
of Many  
Leaders**