



Project Coordinator / 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:

Project Coordinators 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. Project Coordinators 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 other Project Coordinators and leadership to continually improve processes
- All other duties and responsibilities as assigned

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. Project Coordinators 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) and Salesforce are 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, Wellness Benefit

PIE Vision:
PIE has a clear vision to be an inclusive company full of people who are interesting, fun, smart, and inspiring.

PIE is committed to creating a diverse and sustainable work environment and is proud to be an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, gender, gender identity or expression, sexual orientation, national origin, genetics, disability, age, or veteran status.

PIE Values:



**Living
Full Lives**



**Make
it Happen**



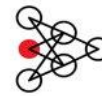
**Black
Tie/
White
Glove**



**Smile
& Dial**



Hungry



**PIE
PACK**



**Land
of Many
Leaders**