



Education Logistics, Inc. | 3000 Palmer Street | Missoula, MT 59808 **Smarter Transportation.** |
www.edulog.com

PROJECT MANAGEMENT CLERK

WHY WORK WITH EDULOG?

As an employee with EDULOG you will have the opportunity to gain invaluable experience in the software industry while helping improve the student transportation system through our leading edge technology nationally and internationally. EDULOG is a great company to expand on your existing knowledge and provides you with opportunities to grow professionally and move interdepartmentally as your skills develop. EDULOG is a collaborative and create atmosphere where employee ideas are encouraged and appreciated.

SUMMARY & OBJECTIVE

EDULOG is looking for a Project Management Clerk to ensure the success of the project management department by creating new projects based on recent sales, providing a clear overview of all current projects through reporting, and working in depth with our project management and client relations management software. You will work closely with project managers to assist in keeping all projects up to date, and with the Department Head to create and review reporting. You will be responsible for creating agendas and documenting meetings, as well as managing simple projects.

This is an entry level position and our ideal candidate may not have extensive previous experience, but will be a quick learner who is capable of multi-tasking, has strong critical thinking skills, and can provide a strong, well organized backbone to the department.

PRIMARY FUNCTIONS

- Process sales to create new projects;
- Ensure that new projects are promptly assigned to a Project Manager;
- Create agendas and take notes for meetings;
- Evaluate and manage usage of our project tracking software;
- Create reports to provide executives with an accurate overview of all current projects;
- Manage simple projects;
- Review Job Costs to ensure all billing is being handled correctly;
- Update procedural documents as processes change;
- Assist the department head as needed;
- Ensure the general organization of the department.



Education Logistics, Inc. | 3000 Palmer Street | Missoula, MT 59808 **Smarter Transportation.** |
www.edulog.com

REQUIRMENTS & QUALIFICATIONS

- Knowledge of Microsoft Office is preferred.
- Exhibits effective communication, verbal and written.
- Is well organized.
- Has a desire to be helpful and find new ways to assist in the daily functioning of the department.
- Is capable of multi-tasking.
- Possesses strong critical thinking skills.
- Is interested in an entry level position with opportunities for further growth.