



**JOB TITLE:** Project Coordinator (12 Month Contract)

**LOCATION:** Toronto, ON

**INDUSTRY:** Financial Services

**REPORTING TO:** Vice President, Corporate Initiatives

**COMPANY OVERVIEW:**

Echelon Wealth Partners is a leading independent, Canadian-owned and operated wealth management and capital markets firm, known for our client-centered approach and entrepreneurial spirit. Echelon is a compelling option for investors seeking unbiased investment solutions, professional management, and unparalleled service. We aim to build lifetime relationships and deliver superior service. We are also a growing firm, with more than \$6.5 billion in assets under administration and management. We service clients across Canada from our offices in Toronto, Oakville, Ottawa, Montreal, Calgary, Vancouver, Victoria, Saskatoon, and London.

**POSITION OVERVIEW:**

As Project Coordinator, you will be responsible for supporting our Vice President, Corporate Initiatives in organizing and coordinating our firm's ongoing and future projects while we continue to work remotely. Your main duties will involve monitoring project plans, schedules, timelines, budgets, and expenditures. To be successful as a Project Coordinator, you must be someone who works well under pressure, possesses strong analytical, communication, presentation, time management, and organizational skills. You should also have a superior understanding of Microsoft Office Suite, including MS Word, PowerPoint, and Excel. You should also be comfortable using digital meeting platforms such as MS Teams and Zoom.

**Core Responsibilities:**

- Design, maintain and monitor all approved project plans, and project schedules (including budgets and expenditures)
- Dissect projects by creating actionable steps and setting appropriate timeframes.
- Liaise with stakeholders to identify and define specific project requirements, scope, and objectives.
- Coordinate, attend and participate in stakeholder meetings.
- Prepare required presentation materials for meetings.
- Record and follow-up on important actions and decisions from meetings.
- Analyze and identify areas of improvement and opportunities.

- Develop effective project strategies.
- Assign tasks to internal teams using Wrike.
- Help prepare budgets.
- Act as the first point of contact within the Project Management Office
- Any other administrative duties as required.

**Key Attributes:**

- Project management experience
- Advanced Microsoft Excel and PowerPoint skills
- Experience with Wrike is an asset
- Ability to present information accurately, effectively and concisely.
- Exceptional time management and organizational skills
- Strong analytical background
- Professional appearance and client-service oriented
- Diligent, conscientious, and detail-oriented
- Highly organized, results-focused and driven, with a strong track record of managing multiple, competing priorities
- Self-motivated, anticipatory, proactive, and responsive – thinks ahead and plans accordingly
- Outstanding communication, interpersonal and relationship management skills – experience working with senior level decision makers
- Agile and comfortable using various technologies
- Strong work ethic and team player – trustworthy, capable, and reliable

**Qualifications:**

- A minimum of 1 year of experience working in project management, as a Project Coordinator, or a related role.
- College Diploma in Business Administration or a relevant field is an asset

To apply please visit this link: <https://www.linkedin.com/jobs/view/2824438581/>

Echelon is committed to fostering an inclusive, accessible environment where all employees and customers feel valued, respected, and supported. If you are invited to interview and require accommodation (including alternate formats of materials, or accessible meeting rooms or other accommodation), please let us know and we will work with you to meet your needs