



6688 93rd Avenue North | Minneapolis, MN 55445  
Company: 763.561.4655 | Fax: 763.561.4688  
[www.engagestar.com](http://www.engagestar.com)

## Project Coordinator

If you have a passion for collaboration, a drive for results and a commitment to exceed client expectations, consider becoming Project Coordinator with Star. We specialize in the design, manufacturing and implementation of strategic trade show, retail, corporate interior and live event marketing solutions for an array of Fortune 1000 clients. Our Project Coordinator serves as an internal project manager, ensuring every project is delivered on time, within budget and to our clients' expectations. As a member of the Client Services team, you will coordinate the information flow, show services, and logistical aspects of projects for an assigned client group.

Our Project Coordinator plays a critical role in managing the details of our client's projects through the following responsibilities:

- Coordinate tasks and information flow for projects under direction of a manager
- Order show services by show deadlines
- Interact with clients on project basis
- Coordinate all internal communications relative to projects utilizing our proprietary program management software
- Maintain / monitor the accuracy of current event dates, financial information, estimates, billing, etc. prior to distribution
- Occasional travel to trade shows, events and client locations is required

At this time, Star has a position available for this entry-level role within our Client Services department. The ideal candidate for this outstanding opportunity will possess a collaborative spirit, a commitment to exceeding client expectations, fanatical attention to detail, and the ability to manage multiple projects and timelines in a fast-paced environment. Strong communication skills are essential.

Star offers a competitive salary and full benefits in an engaging and collaborative work environment. Qualified candidates committed to making a strong impact in a thriving organization are encouraged to submit a resume and salary history to: Human Resources, Star, 6688 93<sup>rd</sup> Avenue North, Minneapolis, MN 55445 or email [hr@engagestar.com](mailto:hr@engagestar.com)

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