



Project Coordinator

Location: Rancho Cordova, CA

Department: Customer Services & Sales

Employment: Full Time

About Our Company

Come work for a great company with strong employee retention and a team of industry veterans with true passion for what they do. GSO, a GLS Company, is a leading regional delivery carrier which has been providing Priority, Ground, and Freight services throughout the West since 1995. Thousands of companies across all industries rely on our company to deliver time-critical packages and documents every day because we've got an amazing team that goes the extra mile for our customers. We're always looking to expand our team with like-minded professionals, therefore if this job might be a good fit for you, send us your resume.

Position Summary

The Project Coordinator is an exciting opportunity to assist with the growth of GSO expansion into new markets and expanding solutions. The Project Coordinator is responsible for assisting with ongoing projects, monitoring, organizing and communicating various projects ensuring we meet deadlines. To be successful as a Project Coordinator, you will need to be comfortable working on tight deadlines, extremely organized and detail oriented, hold advanced skills in various Microsoft Office applications and comfort learning new applications. As well be comfortable and able to 'think outside of the box' bringing suggestions for new technologies in the market that will increase productivity to the team and improve customer satisfaction.

We are relentless in our pursuit to create a world class experience to every customer. Are you ready to join an exciting and growing organization with competitive rates, commission, health and 401k benefits?

Responsibilities & Duties

- Maintaining and monitoring project plans, project schedules, work hours, budgets and expenditures.
- Organizing, attending and participating in stakeholder meetings.
- Documenting and following up on important actions and decisions from meetings.
- Preparing necessary presentation materials for meetings.
- Ensuring project deadlines are met.
- Determining project changes.
- Providing administrative support as needed.
- Undertaking project tasks as required.
- Developing project strategies.
- Ensuring projects adhere to frameworks and all documentation is maintained appropriately for each project.
- Assess project risks and issues and provide solutions where applicable.
- Ensure stakeholder views are managed towards the best solution.
- Chair and facilitate meetings where appropriate and distribute minutes to all project team members.
- Create a project management calendar for fulfilling each goal and objective.

Qualifications Needed:

- Bachelor's degree in applicable field (BA/BS), preferred
- Ability to work effectively both independently and as part of a team
- Ability to work on tight deadlines, sense of urgency and flexibility in a fast paced changing environment
- Must be able to travel if needed
- Related work experience may substitute for degree
- Must be authorized to work in the United States



Essential Functions

- Excellent written and verbal communication skills for both internal and external communications
- Ability to listen, understand needs and respond with urgency
- Role requires a high degree of organization skills and attention to detail
- Ability to establish rapport and build relationships with various levels of the organization
- Enthusiastic and self-motivated with a passion for wanting to do the best for the customer
- Proficiency with Microsoft Office (Outlook, Word, Excel) required

Benefits for Full-Time Employees

- 401K with employee matching
- Healthcare benefit options
- PTO & Sick Leave
- Direct Deposit

To Apply

Please email your resume and cover letter to careers@gso.com

EEO Commitment:

GSO, a GLS Company, is an Equal Employment Opportunity (EEO) employer and is committed to a diverse workforce. We welcome all qualified applicants to apply to at GSO and we strive to select the best qualified applicant for each position in our organization. Applicants will receive fair and impartial consideration without regard to race, sex, color, national origin, age, disability, veteran status, genetic data, gender identity, sexual orientation, religion or other legally protected status, or any other classification protected by federal, state, or local law. GSO complies with all laws and regulations relating to employment discrimination, and are always committed to doing what's right.