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**MILITARY
& SPOUSE
CORPORATE
CAREER
NETWORK**

**HOT JOB !
VETERANS & MILITARY SPOUSES
WANTED !**

**Senior Project
Coordinator
with Leading IT Company**

To Apply login or register at
www.casy.us and click on the
Job seeker tab search for

Durham, NC - Req# 175743BR

**POSITION
QUALIFICATIONS:**

Required Technical and
Professional Expertise

- Minimum 9+ years of executive support experience required in a corporate setting, preferably in a Technology company
- Previous experience with managing and/or coordinating multiple projects and tasks
- Excellent calendar management skills
- Ability to develop PowerPoint decks, creation and editing of Excel spreadsheets, creation of memo's adhering to branding standards
- Strong knowledge of MS Office, including Outlook, PowerPoint, Excel, and Word and other office automation workflow tools

Required Education
High School Diploma/GED



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