



Project Coordinator

- St. Louis, MO, USA
- Full-time

Company Description

Blending cutting-edge technologies, unique skill sets and proven cyber counterintelligence strategies, SpearTip partners with our clients to protect shareholder value, shield corporate reputations and enhance long-term profits. We are driven to protect our clients from the ever-changing threat actors and become the gold standard in detecting zero-day vulnerabilities.

We are driven by our core values: tenacious, consistent, decisive, continuous learning, accountable and collaborative. These values define our culture, and we strive to employ technical experts who have the right character, attitude, and motivation necessary to deliver exceptional service to our clients. We are looking for new talent in the St Louis area to be a part of our growing team!

Job Description

The Project Coordinator role at SpearTip participates in the development and enhancement of software products to support business operations which deliver on our mission. To be successful in this role an individual will need to have a passion for continuous improvement, be collaborative with business and development teams, and consistently drive towards goals.

Duties/Responsibilities

- Ensure all project team members have what they need to meet project deadlines.
- Familiarity with all aspects of the project including short and long-term goals, people and roles involved, and the project calendar.
- Administrative work required to keep all stages of the project moving forward including maintaining project schedules, working in project management applications, and creating/updating project documentation.
- Communication with technical team and stakeholders concerning project reminders, collaboration activities, and information sharing.
- Coordinating and setting meeting dates and times in support of the project plan and timelines.
- Taking responsibility and proactive initiative to learn project tasks as assigned.
- Proactively contributing to project goal setting, tracking, and achievements.

- Proactively owning responsibility for continuous learning and personal development of personal skills and knowledge that may serve the organization.
- Analyze and manage project requirements, scope, and deliverables.
- Participate in standups, grooming, and other development-related meetings.

Qualifications

Required Skills/Abilities

We consider a candidate's character, experience, potential, and desire to learn. For a strong candidate, we offer training and company-paid certifications to fill knowledge gaps.

- Excellent interpersonal communication with technical team members, end users and leadership.
- Advanced attention to detail with highly organized planning skillset.
- Advanced critical thinking and time management skills.
- Ability to prioritize effectively.
- Strong written and oral communication skills.
- Familiar with multiple project methodologies (Kanban, Scrum, Waterfall, etc.).
- Technically proficient in Microsoft productivity tools (Word, Excel, PowerPoint, etc.).
- Familiar with Atlassian JIRA application.

Education and Experience

- 0-3 years of relevant experience

Additional information

At SpearTip, we strive to protect our clients 24/7, 365 days a year from the ever-evolving changes in cybersecurity. We take pride in our results and what we achieve. We recognize that life isn't all about work; we promote a culture that supports your personal goals and enriches your professional goals.

We provide excellent benefits to our team members. You could be eligible for:

- Competitive health, dental and vision coverage plans for you and your family members
- 401(K) Plan with 100% employer match up to the first 5%
- Paid Time Off program and paid holidays
- Opportunities to grow and promote through employee development and employer-paid training

We want people who want to grow with us! Are you ready to stop threat actors from victimizing companies? Apply and find out!