

RIC is a fast-growing managed services firm that develops, implements, and manages profit recovery and cost reduction solutions to companies across select industries utilizing vendors for offsite records management and storage solutions. We are industry experts who have developed a robust service that meets the needs of our target market and a strong set of methodologies to deliver and support it. In today's tough economic markets our solution is in high demand as companies look to increase their bottom line to stay competitive.

We are looking to grow our company with highly motivated and team oriented individuals. We consider our combination of agile methods and our team to be a strong differentiator for us in our market.

Summary:

RIC is looking for an enthusiastic and motivated **Project Analyst** who will coordinate, administer, and organize customer project activities in cooperation with and under the direction of the Manager Partners.

Key Areas of Responsibility:

Coordinate day-to-day Project activities including project planning, project management, and project execution, in support of the Project Team.

- Liaise with Clients, Vendors, and Project Team to identify and understand project requirements, scope and objectives.
- Ensure that Clients' needs are met as the project evolves and identify ways in which to improve overall Client satisfaction.
- Help prepare project proposals, time frames, schedules, and budgets.
- Lead and execute assigned project tasks accurately, effectively, and on time.
- Monitor and track project's progress and proactively manage project issues and risk.
- Act as conduit between the team, Managing Partner, and Client and communicate project status adequately to all participants.
- Proactively communicate status, issues, recommends solutions, and escalate issues to Managing Partner as needed.
- Create and maintain comprehensive project documentation, plans, and reports.
- Maintain and manage project metric dashboards and ensure timely delivery of key project performance indicators to Project Team, Client, and Managing Partner.
- Identify trends across project portfolio, driving process change and improvement as required.
- Reports to Managing Partner

Experience & Qualifications:

- Advanced working knowledge of Microsoft Office and of project management tools such as Excel, and SharePoint
- Excellent organizational skills including attention to detail and multitasking skills
- Strong ability to learn quickly
- At least 1 year of experience in an administrative related discipline.
- Excellent client-facing and internal communication skills
- Excellent written and verbal communication skills
- Strong ability to prioritize workload, and demonstrate exceptional time management skills
- Strong ability to work independently as well as in a team environment
- Strong results focus and goal achievement skills
- Experience handling sensitive data and setting customer expectations
- Experience with manual and batch data entry management, superior keyboarding skills, as well as experience auditing for data integrity

Benefits:

RIC recognizes employees as their most valuable assets and contributors to the company's success!

All of the employees at RIC are provided the following employee benefits:

- 3 weeks of paid time off per year, in addition to standard holidays effective from your first day of service.
- Initial work schedule will be between 25 hours per week with the opportunity for future full-time employment

Your personal drive and motivation at RIC are the keys to many successes!

Check out our website <http://www.ricpartners.com>

RIC is an Equal Opportunity Employer.