

t, including data entry and creating reports in Salesforce. Manage preparation and execution of market surveys using web tools.
Assist with the collection of information from Capital Investment clients and maintenance of records and files.
Participate in internal training as required to support Capital Investment program activities.
Assist Capital Investment staff with miscellaneous tasks and projects on an as needed basis.

Required Skills & Experience

Must be proficient in MS Word, Excel, Outlook, Power Point and the Internet; proficiency in Salesforce a plus
Excellent interpersonal, verbal and written communication skills
Excellent customer service skills
Strong quantitative and analytical/problem solving skills
Experienced at managing and overseeing projects
Excellent organizational skills with ability to manage and prioritize multiple assignments
Attention to detail
A professional appearance and telephone manner
Demonstrated aptitude to grasp a general knowledge of multiple disciplines and technologies
Motivated and willing to learn new things as directed
Demonstrated ability to work well independently and effectively as part of a team eliciting support and cooperation from team members

To Apply

We offer a competitive salary and comprehensive benefits package. For immediate consideration, please email your cover letter, resume and salary requirements to: employment@pcdc.org with "Program Coordinator - Capital Investment" in the subject line.

The Primary Care Development Corporation (PCDC) is an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, creed, religion, sex, gender, gender identity or expression (including transgender status), sexual orientation, national origin, ancestry, citizenship status, age, disability or handicap, veteran status, marital status, pregnancy, genetic information or any other characteristic protected by applicable law.