

**Job Title: Client Services Coordinator – Project Management**

**Department: Project Management**

**Reports To: Managing Director**

**Location: Brentwood, MO**

**Job Type: Full-time, On-site**

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**Position Overview:**

We are seeking a highly organized and detail-oriented Client Services Coordinator to provide vital administrative and clerical support to a team of four Project Managers. This role plays a key part in facilitating day-to-day project operations, including coordination of proposals (RFPs/RFQs), scheduling, documentation, invoicing and financial tracking. The ideal candidate will bring strong communication, analytical, and time-management skills, along with a proactive approach to supporting multiple projects simultaneously.

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**Key Responsibilities:**

- Provide daily administrative support to four Project Managers, including document preparation, internal communication, and follow-ups.
- Coordinate and assist in the preparation and timely submission of RFP and RFQ responses.
- Schedule and manage meetings, including preparing agendas, recording accurate meeting minutes, and distributing follow-up actions.
- Maintain organized project files (digital and hard copy) including contracts, reports, and client communications.
- Support project billing processes by compiling time and expense data, generating invoices, and tracking billing cycles.
- Monitor and track project budgets, billing status, and revenue forecasts in coordination with Project Managers and accounting.
- Assist in monthly revenue reporting and help identify discrepancies or areas requiring follow-up.
- Update and maintain project tracking systems and dashboards with financial and milestone data.
- Prepare, proofread, and edit internal and client-facing documents for accuracy and clarity.
- Provide support for ad hoc administrative and project-related tasks as needed.

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**Qualifications:**

- 2+ years of experience in an administrative, project coordination, or billing support role; experience in a project-driven environment is highly preferred.
- Strong understanding of billing processes, financial tracking, and revenue reporting.
- Excellent organizational and multitasking abilities with high attention to detail.
- Strong written and verbal communication skills.

- **Proficiency in Microsoft Office Suite (Word, Excel, Outlook, PowerPoint); experience with accounting or project management software (e.g., QuickBooks, Deltek, Smartsheet, Asana, or MS Project) is a plus.**
- **Ability to work independently while supporting a collaborative team.**
- **Associate degree or higher preferred, or equivalent work experience.**
- **Ability to handle confidential financial information with discretion.**

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**Preferred Skills:**

- **Experience supporting billing and forecasting activities in a project-based or professional services firm (e.g., architecture, engineering, consulting).**
- **Familiarity with contract terms and financial tracking tools.**