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TBD Solutions LLC Job Posting: Project Specialist

TBD Solutions LLC is a woman- and veteran-owned West Michigan consultancy serving a diverse customer base of governmental, for profit and non-profit organizations. TBD Solutions provides strategic facilitation, analysis, and continuous improvement guidance through an array of professional knowledge enhancement services. A Project Specialist is being sought to provide **research, meeting facilitation and frameworks for project engagement including workflow, project facilitation, administrative support and communication to support customer projects as requested by their supervisor and Consultative Professionals.** The Associate will report directly to the company's officers.

A bachelor's degree from a regionally accredited college or university is required. A master's degree is preferred.

2 years of work experience is required. Experience working with governmental entities, healthcare, insurance plans or trade associations is preferred.

Expert understanding of project management principles, professional communication in both oral and written forms, knowledge of social media marketing, public healthcare, and expert knowledge of the Microsoft Office Suite (e.g. Word, Excel, PowerPoint, Access, Publisher) are preferred.

This is a position compensated hourly based on identified project work. Flexibility to meet obligations outside of normal business hours and frequent in-state travel is compulsory. Primary work location will be in Kentwood, Michigan. Flextime and off-site work are offered for proven employees. Please submit a cover letter and resume no later than 5/18/2018 to Info@TBDSolutions.com. TBD Solutions is an EEO Employer.