



Project Specialist

Statement of Duties

The Project Specialist will be responsible for managing the setup, implementation, and ongoing use of Smartsheet within the organization. This role involves developing workflows, training employees, and ensuring that Smartsheet is being used efficiently to support project management needs. You will also oversee marketing project tracking, ensuring projects are completed on time, within budget, and meet stakeholder expectations.

Position Functions

The essential functions and duties listed below are intended only as illustration of the various types of work that may be performed. The specific omission of specific statements of duties does not preclude them from the position if work is similar, related, or a logical assignment to the position.

Essential Functions

Smartsheet Management

- Implement and manage Smartsheet to streamline project workflows across the organization.
- Develop and maintain Smartsheet dashboards, reports, and automated workflows to support business needs.
- Provide Smartsheet training to employees, offering ongoing support and resources as necessary.
- Collaborate with department heads to configure Smartsheet based on their workflow needs.
- Monitor Smartsheet usage, identify improvement areas, and implement best practices.
- Track key metrics to measure the ROI of Smartsheet implementation.
- Stay up-to-date with the latest Smartsheet features, recommending their adoption as needed.
- Troubleshoot issues with Smartsheet and escalate them to support as needed.
- Serve as the primary Smartsheet expert, offering guidance and technical support across the organization.

Project Management

- Manage marketing projects from initiation to delivery, ensuring timely, budget-conscious, and quality-compliant execution.
- Develop detailed project plans, setting milestones and deadlines to guide progress.
- Coordinate with cross-functional teams, including marketing, creative, and sales, to ensure smooth execution of projects.

- Use Smartsheet to manage project workflows and provide real-time updates to stakeholders.
- Track project progress, identify potential roadblocks, and develop solutions to maintain project timelines.
- Analyze project outcomes, gather lessons learned, and implement improvements for future projects.
- Maintain accurate records of project plans, statuses, and results.

Key Competencies

- Strong organizational, communication, and problem-solving skills.
- Ability to manage multiple competing priorities in a dynamic work environment.
- Expertise in Smartsheet, including dashboards, reports, and automated workflows.
- Excellent training and communication skills, with the ability to explain technical information in a user-friendly way.
- Proven experience in project management and driving user adoption of software tools.

Qualifications

- 2+ years of experience in Smartsheet, preferably in an administrative or project management role.
- Smartsheet Certified Administrator preferred.
- Experience in project management principles and workflows.
- Ability to work both independently and as part of a team.

Rhode Island Commerce Corporation is an at-will employer; no employment contracts exist.

The Rhode Island Commerce Corporation (the 'Corporation') is an Equal Opportunity Employer. The Corporation does not discriminate on the basis of race, religion, color, sex, gender identity, sexual orientation, age, non-disqualifying physical or mental disability, national origin, veteran status or any other basis covered by applicable law. All employment is decided on the basis of qualifications, merit, and business need. The Corporation will not tolerate discrimination or harassment based on any of these characteristics.

To be considered for this position, please apply at:

<https://secure.yourpayrollhr.com/ta/co8056.careers?ShowJob=654869504>