An opportunity (20 hours/week) with one of the largest bank in San Francisco, CA and it is an 18 months contract.

**Job Title:** Change Coordinator  
**Duration:** 12 months  
**Location:** San Francisco, CA

**Job Description**

- This role will assist the Change Management team with data entry and coordination functions including but not limited to: Closing Change Requests (CRs), monitoring CRs past end-date and requesting close notifications, running closure reports, updating the change calendar with CRs, and reconciling CRs between programs.
- Strong work management, organization, coordination skills, and the ability to closely adhere to documented processes are required as well as comfortability using DB reporting applications and in a fast-paced, technical environment.
- Experience with Remedy and SharePoint a plus.
- Previous experience or familiarity with the Microsoft Outlook, Word, PowerPoint and Excel required.

Should you have any questions please feel to call me at 415-238-6215

*Johnson Joshua*  
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