



Project Coordinator

Job Scope

As a Project Coordinator, you will support and assist the project team managers from initiating to completing a project. Responsibilities will include but are not limited to drafting schedules, drafting vendor delivery policies, preparing project estimates, and making recommendations for cost-efficient practice. The ideal candidate will have strong organizational and communication skills, be self-motivated, and be adaptable to the project's demands. We are seeking candidates with the potential to grow within our organization and take on select individual account responsibilities.

Responsibilities

- Manage document control and create a well-organized electronic filing system for all necessary documents, including construction documents, A/E design and engineering plans and specifications, submittals, RFIs, daily reports, contract/change orders, closeout documents, etc.
- Assists with invoicing for A/E services.
- Makes application for building permits.
- Assists with project bidding.
- Coordinate project schedules, resources, equipment, and information.
- Assist with outlining project timeframes.
- Assist with schedule management.
- Assist project team with setting project budgets.
- Analyze risks and opportunities.
- Process invoices related to project expenses, including, setting up vendors, ensuring the appropriate insurance coverage is obtained and submitted (including required insurance certificates), verifying invoice amount is within budget and in compliance with contracts or agreements.
- Act as the point of contact and communicate project status to all participants.
- Use tools to monitor working hours, plans, and expenditures.
- Ensure standards and requirements are met through conducting quality assurance tests.

Requirements

- The ideal candidate will satisfy the following requirements and qualifications:
 - High School Diploma or Associate's Degree in Business Administration; Bachelor's Degree in Construction Management preferred.
 - Minimum one year experience in the construction field.
 - Valid driver's license.
 - Must be able to pass a drug and background screen.
 - Knowledge of AIA and General Invoicing / Billing.

As an EEO/Affirmative Action Employer all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, disability, veteran status.



Experience in AR/AP.

Exceptional organizational skills.

Knowledge of Excel.

Self-motivated.

Experience in lighting and electrical is a plus.