Job Description

Construction Project Coordinator

Position — The Construction Project Coordinator reports to the Project Manager or the Project Executive as determined by the organizational structure of the project team.

Function — The Construction Project Coordinator provides technical and limited administrative support to the project team and manages limited scope projects as outlined in the list of duties and responsibilities.

Duties & Responsibilities

1. Preparation of project-related correspondence; letter, memo or e-mail
2. Consistent follow up with vendors on all project related action items
3. Process technical product and shop drawing submittals electronically
4. Distribution and tracking of project related technical materials in conjunction with the Project Manager
5. Maintenance of all project logs utilizing Word documents and Excel spreadsheets including request for information, proposal request, cost event, project cost reports, etc.
6. Assist in tracking and review of change orders
7. Assist in the coordination and scheduling of meetings
8. Assist in the coordination and preparation of monthly project progress reports; i.e., projected cost reports, schedules and status reports
9. Updating contract documents during construction
10. Attendance at project meetings. Produce and distribute meeting minutes.
11. Process and track vendor invoices
12. Quantity take off and cost estimating
13. Develop and update project schedules
14. Produce plans and sketches in AutoCAD LT, Adobe Acrobat or Bluebeam
15. Produce closeout manuals
16. Maintenance of company's FTP site for posting of bids and technical project data
17. Management of select limited scope projects
18. All other duties as assigned

Qualifications

1. Bachelor's Degree in technical field of study – Engineering or Construction Management preferred; relevant experience will substitute for degree
2. Minimum of 2 years relevant construction management experience
3. Proficiency in Microsoft Office Suite (Word, Excel, Outlook, Powerpoint and Project)
4. Proficiency in Adobe Acrobat and Bluebeam
5. Experience in computerized scheduling systems; SureTrak, Microsoft Project, etc.
6. Working knowledge of AutoCAD or AutoCAD LT and Bluebeam
7. Extreme attention to detail
8. Excellent organizational skills
9. Ability to multitask and work independently
10. Excellent communication skills – written and oral
11. Possess valid driver's license and dependable transportation