

## **Project Coordinators**

This position will be in charge of assisting our Site and Project Managers in organizing our ongoing projects. This task involves helping develop and maintain project schedules and work plans, tracking hours and progress, field quantity tracking, procurement facilitation, document development and project turnover and close-out.

To be successful as a Project Coordinator, you will need to be able to work on tight deadlines, have competency with computers including MS Excel, and have exceptional verbal, and written skills. A bachelor's degree in a related field of study with at least three (3) years of relevant experience or equivalent field experience is required for consideration.

### **Project Coordinator Responsibilities:**

- Maintaining and monitoring project plans, project schedules, work hours, and budgets.
- Attending and participating in client meetings.
- Documenting and following up on important actions and decisions from meetings.
- Preparing weekly reporting for both company and client distributions.
- Ensuring project deadlines are met.
- Determining and documenting project changes.
- Monitoring and tracking project progress and performance for direct labor and subcontractors.
- Schedule development, updating and monitoring.
- Tracking and reporting of manhours by discipline and crew.
- Ensuring projects adhere to frameworks and all documentation is maintained appropriately for each project.
- Detail issues as they arise and assess associated project risks; provide solutions where applicable.
- Monitor and track equipment and resources.
- Assist with material expediting, receiving and timely distribution to the field.
- Effectively communicate job status with clients, engineers, subcontractors, project management and field.

### **Project Coordinator Requirements:**

- Bachelor degree in related field of study and three years experience in related field. OR 5 years of related field experience.
- Exceptional verbal, and written skills.
- Ability to work effectively both independently and as part of a team.
- Experience using computers for a variety of tasks.

- Competency in Microsoft applications including Word, and Excel.
- Knowledge of file management, transcription, and other administrative procedures.
- Ability to work on tight deadlines.
- Primavera P6 experience a plus.