

PROJECT COORDINATOR



THE ROLE:

The Project Coordinator is an integral member of the project team responsible for projects of varying size and complexity. The Project Coordinator is responsible for directing, organizing and controlling project activities under the direction of a Project Manager (PM) and Estimator.

GENERAL SCOPE OF RESPONSIBILITIES:

- Attend client meetings and assist with determination of project requirements
- Assist the PM in the drafting and issuance of project proposals and RFI's
- Prepare project organization and communication charts
- Use project scheduling and control tools to monitor projects' plans, work hours, budgets and expenditures
- Effectively and accurately communicate relevant information to the client and project team
- Ensure clients' needs are met in a timely manner
- Track and manage contemplated change notices and change orders in the database
- Prepare substantial completion certificates and ensure all required project close-out documents are obtained
- Keep the Project Manager (PM) and others informed about project status and issues that may impact client relations

SPECIFIC RESPONSIBILITIES

- Download and print drawings
- Type up and prepare quotes
- Track quotes to customers
- Prepare and submit submittals – electronically or hard copy
- Track submittals' status
- Prepare and track winter service and accelerators as needed per job
- Data entry for payroll from daily sheets
- Upload drawings and manage PlanGrid
- Review quotes and prepare job data sheet once quote becomes job
- Daily support of office staff and operations manager
- Submit MSDS and job-specific safety manual to customer
- Assist in preparing JSA reports

QUALIFICATIONS

- Degree or currently studying Architectural Sciences, Civil Engineering, or Project/Construction Management
- Proficient in MS Project and the MS Office Suite of products
- Knowledge of the building development/redevelopment industry
- Familiarity with construction methods and the building processes
- Effective communicating skills including verbal, written and presentation skills
- Proven ability to work effectively both independently and in a team-based environment
- Demonstrate willingness to be flexible and adaptable to changing priorities
- Strong multi-tasking and organizational skills

Please submit your resumé and cover letter to walbanelli@albanelli.net

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