

The Project Coordinator supports Project Teams in creating successful projects and satisfied clients through the daily use of administrative skills and equipment, and construction-specific software and terminology. The Project Coordinator understands, explains, and implements assigned processes, policies, and procedures, as well as develops relationships with team members, owners, subcontractors and vendors through the exemplification of the Emerald Construction Corp. organizational culture.

Responsibilities:

- Create and maintain Drawing Logs for all distributions; pricing or coordination; including faxing/emailing drawing distributions.
- Process: Requests for Proposal (RFP)s for Subcontractors; Contracts; Owner Task Orders; Subcontracts; Work Orders; Consultant Services Agreements; Subcontractor and Owner Change Orders; Pay Applications; Purchase Orders; Requests for Information (RFI's); Outline Specifications; Punch Lists; Assisting with Owner Proposals to clients, including assembling and preparing documents; Team correspondence; agendas; meeting minutes; transmittals and plan distribution; submittals
- Requesting, creating, coordinating and follow-up for project Operations & Maintenance Manuals
- Set-up: Coordination of meeting room reservations and equipment; documents.
- Set-up: Initial project files, "CMIC" program, and working hard copy files for appropriate Discipline
- Understand and comply with all out-of-state operating requirements
- Process Invoices

General:

- Interact with Accounting as required for systems and process improvements
- Provide backup support to reception staff as needed
- Coordinates with project teams on administrative needs, equipment purchases and supply orders, etc.
- Participate in process development for all project coordination activities as Emerald Construction grows and changes (Design, Preconstruction, Project Management rely on Project Engineers to understand and execute processes to support their project activities)
- Train new Project Engineers, and in some cases, provide process training to new APM's, PE's, and other team members
- Attend monthly company or other project related meetings
- Maintains personal and project confidentiality

- Ability to work within a diverse group of personalities and attitudes from all construction disciplines.
- Interact with Subcontractors, Owners and other project team correspondences in a professional manner.
- Manages project documents. Assists in creating, distribution and recording project documents.

Qualifications:

- Education – 4 Year Bachelor’s Degree in Construction Management or related field.
- Proficient use of: Microsoft Office, CMiC (or equivalent construction software) and Transfer Sites is desirable but not required.
- Experience with reviewing submittals, generating RFIs, and plans reading.
- Ability to gather and organize information from several sources and compose materials for formal distribution
- Accurate spelling, grammar, math, and proficiency in the composition of letters, note-taking, and other written communication
- Basic Cost Management
- Able to work individually or in a team
- Possess exceptional interpersonal skills and verbal communication skills
- Multi-tasking