

Job title	<i>Project Coordinator</i>
Reports to	<i>PC Manager</i>

Job Purpose

Working together with our project operations team, Project Coordinators serve as our frontline staff keeping our projects' administrative and accounting functions organized and running smoothly. Project Coordinators work closely with Project Managers, subcontractors, suppliers, owners and are exceptional communicators and time managers. To be successful in this position, you must be a team-orientated self-starter with a customer service focused and can-do attitude.

Duties & Responsibilities

- Create and maintain comprehensive project documentation, plans, and reports.
- Setup project documents to include, but not limited to, start-up documents, certificates of insurance, waivers, billing forms, subcontract exhibits, and project folders.
- Setup the Prime Contract in Procore. Set up vendor accounts for the field office as required.
- Compile sublist and verify subcontract amounts and payments to suppliers. Assemble and distribute subcontract agreements and exhibits.
- Create AIA owner contracts.
- Organize and led project start-up meetings.
- Distribute letters of intent to subcontractors, validate subcontractor licensing status, and confirm subcontract payments are batched, submitted for payment, and supplier releases are checked.
- Ensure subcontractors maintain proper insurance throughout the course of the project and all lien waivers are received after each pay period.
- Review commitment change orders to ensure funding is clear and concise. Send to subcontractors/vendors for approval, log subcontractor documentation on their invoice tracking sheets, and enter invoices into Timberline.
- Review and distribute weekly reports.
- Prepare Owner billing for monthly submission to Owner and ensure all required documents are provided
- Compile and complete warranty manuals at the completion of each project.
- Assist project staff in project closeout responsibilities, including archiving of files and completion of project closeout file.

Qualifications

- Bachelor's degree or equivalent in a related field
- Two years of coordination experience in construction related field
- Previous experience collaborating with Project Managers
- Fanatical about details, organization, prioritization, and execution under tight deadlines
- Commitment to accuracy and high quality of work
- Flexible team player with the ability to deliver on team goals
- Self-starter with "can-do" and responsive attitude
- Superior written and verbal communication skills

- Proficiency with MS Office products (Word, Excel, PowerPoint, etc.)
- Experience with Procore and Timberline is a plus.

Working Conditions

- Normal working hours may vary depending on project demands
- Ability to move or lift moderate size packages up to 30 lbs.