

**Project Coordinator**

## PURPOSE OF POSITION: Support the Project Management and Engineering departments. This is done through exceptional management skills and a strong team spirit.

**Duties and Responsibilities**

* Assist in scheduling of travel for team members
* Prepare monthly expense reports for team members
* Compile and process consulting agreements, subcontractors and change orders
* Assist with compilation of monthly billings and miscellaneous invoice logging
* Set-up and assist in maintaining specialized electronic tracking of projects
* Set-up project binders and files
* Provide general administrative support with transmittals, scanning, and copying
* Assist with report updating via electronic systems and distribute updates
* Manage samples and mock ups
* Organize meetings and lunches when requested

**Requirements: Skills & Knowledge/Qualifications**

* 5–10 years administrative support to senior management
* Construction industry experience strongly preferred
* Mastery level of Microsoft Office Suite
* Ability to effectively manage/coordinate simultaneous activities and prioritize multiple tasks with good judgment
* Strong attention to detail
* Effective oral and written communication skills
* Ability to work with and maintain confidential information
* Ability to work with multiple personality types and must demonstrate polished interpersonal skills