

Project Coordinator I

Reports to: Project Coordination Supervisor
Date: 03/30/09

Department: Administration

Job Function: Support multiple projects and project managers (PM's) by performing administrative functions of a project from job startup to job completion. Coordinates all documents and paperwork with accounting, project management, field staff, subcontractors, suppliers, owners and architects to make sure all project correspondence is distributed and filed to create a complete project record.

Duties and Responsibilities:

1. Coordinate job start up duties including but not limited to the following: pull job number; assist with the setting up utilities, computer, phone, fax; assemble job binders and electronic folders; set up spreadsheets, timecards, and daily construction reports. Attend first job start up meeting on site with Owner (if required by the PM) and coordinate internal preconstruction meeting.
2. Type, distribute, coordinate, manage and file all project correspondence/documents including emails, RFI's, shop drawings/submittals, letters, memos, and meeting minutes in accordance with (COMPANY) policy and procedures to ensure a complete project record is accumulated. Set up meetings as directed by the PM.
3. Refresh Job Cost Spreadsheet weekly, making sure there are no unscheduled amounts. Responsible for making sure all owner, subcontract, and vendor commitments are entered into the spreadsheet.
4. Distribute labor sheet weekly to the Superintendent, General Superintendent, and Field Resources Coordinator. Distribute weekly signed subcontract tracking report to General Supt, PM, and Supt. Distributes weekly vendor report, RFI and Submittal Logs to the PM and Superintendent. Assist PM and superintendent with dissemination, collection and maintenance of records of entire project.
5. Copy, mail, file, maintain, and distribute project drawings including updating Schedule B on Subcontracts, maintain and organize plans in plan room and electronic files, plan storage, basement and library. Scan and rename plans for electronic storage and distribution.
6. Coordinate job closeout including merging all superintendent files into final project record set, scan all project plans to server, type and distribute punchlist, ensure provision of appropriate "completion/opening" gift to Owners, set up closeout meeting, coordinate and complete operation and maintenance manuals, disconnect utilities including temporary power, phones and computers.
7. Assist with phone duties, mail, and other duties as required. Backup to lead receptionist as determined by Project Coordination Supervisor.
8. Assist with owner billings under direction from accounting and PM, assist with set up of direct purchase by project, return rejected invoices to subcontractors and vendors, assist with prevailing wage documents and other documents/paperwork specifically required by local, City and State requirements or per project basis.

9. Assist with the review of policies and procedures, as well as chair initiatives as agreed by the administration group. Participate in administration meetings, staff meetings, and project management meetings as required.

10. Other duties as required.

- Education:** High School Diploma or equivalent.
- Preferred Education:** Associates Degree
- Minimum Experience:** 5 years administrative experience. Efficient with Microsoft Office, Windows, Adobe, and Internet. Willing to learn Timberline, Access.
- Preferred Experience:** Experience in an Administrative Assistant role in the construction industry.
- Attributes:**
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| Organizational Skills | Attention to Detail |
| Communication Skills | Thorough |
| Dependable | Time Management |
| Flexibility | Attentive listener |
| Consistent | Self Starter |
- Administrative Skills:** Strong organizational skills.
Ability to communicate effectively with all levels.
Ability to follow policy and procedures.
Excellent verbal/written skills.
Ability to function in a high paced environment.
Microsoft Office, Windows and Internet, Adobe, Electronic filing
Proofreading, grammar, editing and keyboarding skills
- Machine Skills:** Computer, calculator, telephone switchboard, copier, fax, dictaphone and postage.
- Working Conditions:** Physical effort (up to 50 pounds), typing 70 words per minute.
- Physical Demands:** Sitting, standing, walking, lifting, carrying, reaching, fingering, handling, hand/eye/foot coordination, repetitive motions, talking, hearing.
- Physical Strength:** Sedentary work. Occasional lifting/carrying up to 50 pounds.
- Vision Requirement:** Ability to adjust vision to bring objects into focus.
- Math:** Ability to perform mathematical equations including simple addition, subtraction, division, multiplication and simple percentages.
- Communicate:** Ability to represent the organization in a professional and positive manner.
- Contacts:** Exchange information with co-worker, subcontractors and customers.