



Project Coordinator

Electrical Division – Cleveland, Ohio

We are searching for a Project Coordinator to grow with our team. Our ideal candidate will be responsible for providing support to the Project team all while ensuring client satisfaction by delivering unparalleled customer service.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Receive verbal and written requisitions from preconstruction and project management groups to solicit quotations from vendors and subcontractors. Review, analyze and present findings to management with emphasis on best economic value and defined objectives.
- Generate and distribute purchase orders in accordance to company standards.
- Responsible for tracking and expediting all existing orders. Update and maintain scheduling.
- Prepare reports as needed and directed by management.
- Manage project documentation including submittals, RFI's, and meeting minutes.
- Oversee project activities as assigned by management including proposals, union requests, circumventing/resolving problem areas.
- Ensure that the company quality plan is followed.
- Responsible for keeping warranty log updated.
- Cooperate with and technically assist field personnel.
- Monitor contractor's activities and progress.
- Recap and track potential change orders.
- Ability to obtain pricing from vendors and subcontractors.
- Ability to update project schedules and forecasting.
- Solicit and prepare submittals and closeout documentation in support of project management group.
- Monthly billing (schedule of values/cover sheet).
- Responsible for the timely completion of all client-related documents.
- Create and maintain material flow sheets, e.g., light fixtures, controls, fire alarm; subcontract/change order/submittal logs.
- The duties and responsibilities are intended to describe the general nature and scope of work being performed by this position. This is not a complete listing, and other duties will be assigned based on the position's role within the business unit.

QUALIFICATIONS:

- Strong mathematical skills.
- Ability to work in a fast-paced environment.
- Ability to prioritize and manage multiple projects, changing priorities as necessary.
- Candidate must be organized with high attention to detail.
- Strong Excel and MS Office skills required.
- Must display time management skills.
- Effective oral and written communication skills.
- Ability to be self-motivated, proactive, and an effective team player.
- Ability to interact with personnel at all levels of the organization

JOB TYPE:

- Full-time

BENEFITS:

- 401(k)
- Dental, Health, Vision insurance
- Paid time off
- Competitive Salary