

Project Coordinator

We offer a **Competitive Salary** along w/ an **Annual Bonus Opportunity, Company Paid Medical, Company Paid Dental, a Generous Paid Time Off (PTO)** program & paid Holidays, **401k w/ a Match, Company Paid Life Insurance**, Employee Stock Ownership Plan (ESOP), Tuition Reimbursement Program, Short Term Disability, Long Term Disability, Vision & more.

This position DOES NOT require a PMP certification.

We are looking for a responsible Project Coordinator to administer and organize all types of projects, from simple activities to more complex plans.

Project Coordinator responsibilities include working closely with our projects team to prepare comprehensive action plans, including timeframes and budgets for projects. You will perform various coordinating tasks, like schedule and risk management, along with administrative duties, like maintaining project documentation and handling financial queries. To succeed in this role, you should have excellent time management and communication skills, as you'll collaborate with clients and internal teams to deliver results on deadlines.

Ultimately, the Project Coordinator's duties are to ensure that all projects are completed on time, within budget and meet high quality standards.

Roles and Responsibilities:

- Liaising with customer to identify and define project requirements, scope and objectives
- Organizing, attending and participating in customer meetings.
- Documenting and following up on important actions and decisions from meetings.
- Coordinating project schedules, resources, equipment and information
- Create and maintain comprehensive project documentation, plans and reports
- Prioritizing, scheduling and tracking of initial assessments
- Forwarding of completed assessment documents needed to the design team
- Liaise with sub-contractors, act as point of contact and communicate project status
- Coordinate all appropriate legal paperwork (e.g. contracts, permits and terms of agreement)
- Ensure standards and requirements are met through conducting quality assurance tests
- Supplying customer with required documents for close-out package
- Following up on invoicing
- Quality Assurance / Quality Control Inspections
- Ensure customer satisfaction levels and expectations are met / exceeded

Preferred Skills:

- 3 plus year's experience in project coordination or similar role
- Experience in project management, from conception to delivery
- An ability to prepare schedules and step-by-step action plans
- Solid organizational skills, including multitasking and time-management
- Strong client-facing and teamwork skills

- Familiarity with risk management and quality assurance control
- Strong working knowledge of Excel, Word, and Outlook
- Hands-on experience with project management tools