



<b>Position Title:</b>	Project Coordinator	<b>Location:</b>	Rolling Meadows, IL
<b>Reports To:</b>	Project Team Leader	<b>Exemption Status:</b>	Non-Exempt
<b>Department:</b>	Project Management	<b>Employment Status:</b>	Full Time

**RESPONSIBILITIES**

- Working directly with the project management team, office staff, and jobsite staff to award projects and manage company procedures while maintaining accuracy and efficiency
- Collecting and distributing start-up documents for new projects including all required billing documents, including the coordination of setting up insurance for each job, and tracking compliance.
- File system management by keeping all office documents filed (paper/electronically), organized and maintained
- Assist with monthly project billing
- Assist with approvals and submittal of weekly payroll
- Coordinate construction scheduling and communication and act as liaison to project management
- May be responsible for estimates, schedules and material orders
- Manage various construction logs including RFI, Change Order, Submittal and others
- Ability to work with vendors and contractors to coordinate document management

**QUALIFICATIONS**

- A positive, can-do attitude
- Administrative experience with strong customer service skills
- Basic accounting principles
- Highly organized and efficient
- Strong attention to detail
- Ability to multi-task and remain calm under deadlines
- Knowledge of Microsoft Office suite
- Dependable and flexible
- Construction experience a plus
- Technical knowledge of construction a plus
- Preferable to be familiar with general construction terms and administration processes, as well as basic accounting principles.
- Ability to multi-task and prioritize activities on a real-time basis