



## PROJECT COORDINATOR | Tenant Improvement Construction Co. | SF

Represented by Wentworth Executive Recruiting | Carol Ann Wentworth, CEO  
[carolann@wentworthexecutiverecruiting.co](mailto:carolann@wentworthexecutiverecruiting.co) cell 415.516.9343

### Position Title: Project Coordinator

Department: Operations

**PRIMARY FUNCTIONS:** The Project Coordinator, provides assistance to the Sr. Estimator, Project Managers, and Superintendents by performing various administrative support functions. The Project Coordinator assists in collecting sub-contractor and vendor prices; prepares and maintains start-up packages, submittal binders and other project booklets; maintains reports, files and other documents; assists in project close outs and other project specific administrative tasks.

### AUTHORITY

The Project Coordinator has the authority to provide assistance to the Estimator, Project Managers, and Superintendents by gathering data, preparing various types of binders, files and/or distributes drawings and takes other actions that will assist in a manner that effectively and efficiently accomplishes the assigned duties. He/she has the authority to prepare proposal booklets when needed; has the authority to prepare and process expeditiously all changes orders, with guidance and direction from the Project Manager; and has the authority to perform the Safety Director functions according to the job description for that position.

### REPORTING RELATIONSHIPS

The Project Coordinator reports to the CFO.

The Project Coordinator looks to the Sr. Estimator, Project Managers and Superintendents for direction when working on their projects.

### REQUIREMENTS

- Education: College degree a plus, High School diploma required.
- Experience: Two years of experience in commercial construction operations preferred.
- Skill: Reasonable level of skill and ability to read, analyze and interpret construction drawings, project plans, project legal document and industry/trade magazines. Ability to effectively communicate in English, both verbally and in writing.

- Having previous knowledge of the estimating program used by the company, a plus.
- Computer Skills: Proficient in the various computer software programs used by the company, Proficient in Microsoft Office; Word and Excel, and Sage 300/Timberline a bonus.
- Working Conditions: Must be able to report to the office each workday, have a driver's license, and to work reasonable overtime if required to meet the job requirements.

## **RESPONSIBILITIES**

- The principal responsibility of the Project Coordinator is to provide administrative support to the Sr. Estimator, Executives, Project Managers, and Superintendents.
- The Project Coordinator performs his/her duties in the spirit of the company's Mission Statement, and provides excellent services and the very best value for our customers. A copy of the Mission Statement is enclosed with this job description for review and conformity.

### **The Project Coordinator has the responsibility to:**

1. Perform the assigned work in a professional manner.
2. Work with and assist the Sr. Estimator, Executives, Project Managers, and Superintendents in completing assigned jobs on schedule and within budget.
3. Inspect completed start-up packages, submittal booklets and other similar packages to assure they meet company standards and the specific requirements of the job.
4. Abide by the policies, rules and procedures as contained in the company's Employee Handbook.

## **PRINCIPLE DUTIES**

The Project Coordinator performs the following duties related to Construction Projects:

1. Prepares and maintains Start-Up Packages.
2. Prepares and maintains Submittal Logs.
3. Prepares and maintains record keeping of insurance.
4. Prepares, maintains, and submits RFI's for jobs.
5. Prepares and maintains paperwork for all pre-qualified jobs, mainly public works.
6. Provides assistance in requisitioning project material and equipment.
7. Assists in the submittal process, including monitoring for approval turn-around or resubmittal if required.
8. Processes orders for items as needed by the Project Managers.
9. Submits and picks up plans as required from the city for the Project Managers.
10. Expedites materials as needed, which includes delivery of a variety of items such as contracts, checks, plans, construction materials and safety items.
11. Set up projects in Sage 300, and enter additional data as available.
12. Write contracts for the owners and subcontractors.
13. Write change order requests.
14. Process and send out bid invitations to subcontractors.
15. Send out Punch Lists to subcontractors.
16. Assists in the project closeout process.
17. Assists in the tracking and filing of sub-contracts.
18. Answer the telephone, process the mail, make copies of drawings, and other administrative matters as required.

### **The Project Coordinator performs the following duties related to Estimating**

1. Solicits vendor and sub-contract quotes.
2. Develops and prepares proposal booklets when needed.
3. Assists the Estimator in pricing/tracking change addendums from architects.
4. Assists in the tracking and filing of sub-contracts.

### **The Project Coordinator performs the following general duties**

1. Organizes and manages the Archives, containing binders and related files of all completed projects.
2. Develops a thorough understanding of the Sage 300 software.

### **The Project Coordinator performs the following general functions**

1. Reports to work at or before the scheduled time.
2. Reports to work properly attired (generally casual dress attire) for the particular work functions for the day.
3. Keeps work area in a clean and safe condition.
4. Performs work in line with the company's standards of work quality, and in accordance with requirements as defined by the Project Manager.
5. Maintains safe working conditions and remains on the alert for potential safety problems.
6. Immediately reports any accident or injury to the Project Manager.
7. Maintains confidentiality of company data entrusted to him/her.
8. The Project Coordinator works with the Project Managers in performing the Purchasing functions as needed to meet the requirement of the job, and in accordance with the Standard Operating Procedures on Purchasing and Receiving.

### **Compensation**

Competitive salary, and benefits package and an amazing company culture.

Thank you for your interest in the Project Coordinator position. If you have the leadership, self-starting attitude and skill set that is spelled out in this job description please send me your Cover Letter of interest and resume to [carolann@wentworthexecutiverecruiting.co](mailto:carolann@wentworthexecutiverecruiting.co) Thank you for your interest.