

772740 Airport Dr., Suite 300

Columbus, Ohio 43219

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**Job Title:** Project Coordinator

**Status:** Full Time

**Reports to:** Director, VP, or CEO

**Job Summary**

The Project Coordinator will be responsible for supporting active and prospective construction projects from an administrative and support perspective. The Project Coordinator must have a proven track record in project administration, be extremely detail oriented, and able to work in a fast-paced environment. The position will report to the General Manager of Construction.

**Essential Job Responsibilities**

**Include the following. Other assignments, projects, and duties may be required:**

* Perform administrative and support tasks related to construction projects.
* Receive job orders and create projects in IAP’s Construction Management system.
* Assist Project Managers with administrative tasks such as document creation, communication, status updates and more.
* Monitor project status and perform follow-ups with internal and external personnel.
* Act as a secondary point of contact for customers and sub-contractors.
* Assist in training clients, sub-contractors, and internal personnel on our system, processes, and procedures.
* Collect and maintain project and sub-contractor documentation such as certificates of insurance and bonds.
* Coordinate with Accounting on purchase orders, invoices, and payments.

*\*Other duties as assigned may be established that are not outlined in this job description*

**Job Skills & Qualifications**

* Associate degree in Construction, Marketing, Business Administration, or equivalent field experience
* Minimum of 3 years Administrative and/or Project Coordinator experience in Construction Management, Construction, or Architecture & Engineering firm.
* Intermediate knowledge of Microsoft Word, Microsoft Excel and other Microsoft Office programs
* Experience in Procore and Bluebeam highly preferred
* Excellent verbal and written communication skills.
* Ability to multi-task and coordinate numerous projects at once.
* Extremely organized and detailed.
* Ability to type 55+ words per minute (WPM).
* Must be willing to work past core business hours periodically to meet deadlines when necessary.
* Must be able to work effectively as a member of a team

**Desired Job Requirements**

* Experience with Construction Management Technologies.
* Experience with Construction Accounting Software.

**Working Conditions**

* Salary Exempt role
* Base salary commensurate with experience
* Bonus Eligible

**Compensation**

* Hourly Non-Exempt role

**Direct Reports**

* No Direct Reports

**Physical Demands**: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is regularly required to sit and talk or hear. The employee frequently is required to stand; walk; use hands to finger, handle, or feel; and reach with hands and arms. The employee is occasionally required to climb or balance, stoop, kneel, crouch, and taste or smell. The employee will need the ability to lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, depth perception, peripheral vision, and ability to adjust and focus.

**DISCLAIMER**: This is not necessarily an exhaustive list of all responsibilities, duties, skills, efforts, requirements or working conditions associated with the job. While this is intended to be an accurate reflection of the current job, management reserves the right to revise the job or to require that other or different tasks be performed as assigned.

**EMPLOYEE SIGNATURE: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**DATE: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**