



**Position: Project Coordinator**  
**Reports to: Project Coordinator Manager**

**FLSA Classification: Exempt**  
**Date: 12/12/2024**

## **JOB DESCRIPTION**

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### **Summary/objective**

*The Project Coordinator will plan, direct, and coordinate activities of designated project to ensure that goals or objectives of project are accomplished within prescribed time frame and funding parameters by performing the following duties. Project Coordinators will follow projects from Preconstruction/Job Start till closeout has been completed.*

### **Duties/Responsibilities:**

#### **Job start Duties**

- Document Review
  - Download Documents from Estimating
  - Organize, Sort, and Label information & files received
  - Generate Handoff folder with all relevant information for PE's & PM's
  - Identify & highlight potential areas of concern or interest
- Open Projects in CE and Procore
  - Coordinate setup for UKG if needed due to location concerns
  - Assign project team to project PM-PC-PE
- Send introduction email to client with Project Team information & update status
- Submittals
  - Request from suppliers or generate in house
  - Receive, review
  - Submit to GC
  - Post to Procore upon approval
- Confirm project team are on list/set up to receive updates & additional information
- Add specs to Procore
- Review project for general information & project specific items
  - Check for areas of concern/pinch points
  - Review for long lead time or specialty items
  - Update backlog with project data
- Assist if needed in the Noting of drawings in Procore, of PR's changes and RFI'
  - Upload drawings if needed by engineering
- Suppliers
  - Get any bids from Sales team.
  - Solicit more pricing if needed.
  - Review pricing.
  - Check Availability.
  - Award Concrete, rebar, high volume or specialty products
  - Check Availability.
  - Communicate the approximate start date
  - Update Procore of supplier selections.
- Subcontractors
  - Get quotes

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- Review and Contract
- Upload contracts on Procore
- Review billing from suppliers/subs
- Go through all Addendums & bid documents
- Review All PR's, Bulletin's & RFI's as they are released
- Update contract documents changes. As they come
- Fill out job forms/paper work as required by G/C or Owner
  - Supplier forms
  - Sub Forms
  - Ect.

## Ongoing job Maintenance

- Add Project Information to procore
  - Metcon's Project Team
  - Sub's Suppliers
  - Documents that may be missing, or items that could be relevant
  - Etc.
- Help if needed with Noting drawings in Procore, of PR's changes and RFI'
- Write and get answers through Procore any ongoing RFI's for our items
  - Materials
  - Specific scopes
  - Spec items that may be unclear
- Process Change orders-Pricing Changes-Extra tickets
  - Get info of changes
  - Do take off or Get pricing from sales
  - Get backup, compile and send in pricing.
  - Once approved documents are executed pass on the finance
- Send Close outs docs
  - Request from subs suppliers
  - Generate internal documents
- Maintain Computer Ease set up on project
  - Update budgets as change events occur
  - Update Contract values by phase as additional PO/CO's are issued
  - Coordinate these values with billing & Finance teams to ensure accuracy
- Update contract documents changes. As they come
- Communicate with Field Teams for takeoff/material needs
- Communicate with suppliers for additional material or shop drawings changes
  - Update procore information to reflect these changes

## Other:

- Review and process data for overall Metcon Schedule & Backlog
- Review project data to identify trends positive and negative
  - Provide feedback on this data
- Review and approve project invoices for correct pricing & cost coding
- Review and adjust WIP report for finance team quarterly
- Assist project managers with various Admin task as needed

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**Required Skills/Abilities:**

- Excellent verbal and written communication skills.
- Excellent interpersonal and customer service skills.
- Excellent organizational skills and attention to detail.
- Excellent time management skills with a proven ability to meet deadlines.
- Strong analytical and problem-solving skills.
- Ability to prioritize tasks
- Thorough understanding of or the ability to quickly learn about the project or product being developed.
- Proficient with Microsoft Office Suite or related software.

**Education and Experience:**

- Associate degree in related field, which may include Computer Science, Business, or Engineering, required.
- At least three years of related experience required.

**License/Certification:**

- Valid Driver License

**Physical Requirements:**

- Prolonged periods of sitting at a desk and working on a computer.
- Must be able to lift 15 pounds at times.

**Other duties**

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities, and activities may change at any time with or without notice.

**Signatures**

This job description has been approved by:

Manager \_\_\_\_\_ Date \_\_\_\_\_

HR \_\_\_\_\_ Date \_\_\_\_\_

Employee signature below indicates the employee’s understanding of the requirements, essential functions, and duties of the position.

Employee \_\_\_\_\_ Date \_\_\_\_\_

**We are an equal opportunity employer.**

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