

Job Description

Job Title: Project Coordinator

Reports to: Project Manager

Scope

The Project Coordinator role is critical to Anderson Burton's operations and project success. This role is responsible for providing project support to Project Managers and on-site personnel. The support role played by the Project Coordinator helps to ensure projects will be executed at or under budget, and to client specification. The Project Coordinator is an integral part of ensuring all projects are executed in a manner that exemplifies Anderson Burton's mission, vision, and core values.

Primary Responsibilities

- Provides support to Project Managers and team in the field to ensure jobs run smoothly and issues are resolved in a timely manner
- Attend bid proposal and Estimating to Operations handoff meetings
- Incorporate addendums into plans and specifications for full set of contract documents prior to issuance of subcontracts and start of work
- Assist with communication between PM's, team in the field, suppliers, and contractors
- Assist the PM in getting all the preconstruction administrative submittals assembled, completed, and submitted to the owners, on-time, which may include: The Quality Control Management Plan, Accident Prevention Plan, Environmental Plans, Schedules, etc.
- Fill in for PM at weekly staff meetings as needed
- Assist in the drafting of the subcontract Exhibit B with subcontractor's scope and pricing
- Write purchase orders for all material vendors
- Link Subcontractors and Vendors into Viewpoint and Procore
- Log PCO's and gather pricing for proposed change orders
- Attend project meetings, both in-house and on-site (when necessary) and take accurate notes/meeting minutes
- Assist the PM with preparing meeting agendas and other documents
- Coordinate and update schedules with superintendent, project manager and scheduler
- Track/log RFI's and other project management correspondence and documentation
- Update project information in Viewpoint and Procore as needed
- Route, upload, and file all project correspondence, including MODS, emails, letters, etc.
- Visit jobsites as needed to support team with the potential to stay on jobsites for extended period
- Coordinate the needs and get priority lists from the PM on a regular basis and get them done in the time frames needed
- Receive and analyze field daily reports for accuracy and thoroughness
- Receive, log, and analyze Certified Payroll Reports for accuracy
- Work with PM's every month to coordinate and collect all billing documentation for owners and subcontractors to meet Anderson Burton billing policy requirements and deadlines
- Work closely with PMs on all documentation to complete accurate close-out
- Coordinate with project team and assist with completing redline plans throughout the project to include all modifications, shop drawings, etc.
- Additional duties as assigned

Position Statistics:

- All submittal information processed with no mistakes
- Timely and expedited processing for all change orders
- All project schedules and redlines up to date
- All monthly billings processed on time, each month

**The above duties are not meant to restrict initiative, but rather to define minimum activities. These duties may be altered to suit the needs of the Company by the President.*

Position Type and Pay Range:

- Full Time, Non-exempt, \$25.00-\$35.00 an hour

Signatures

This job description has been approved by all levels of management:

CFO/HR: _____

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

Employee _____ Date _____