

JOB DESCRIPTION

PROJECT COORDINATOR



Reports To: PE/PC Manager

FLSA Status: Exempt

Job Summary:

The Project Coordinator (PC) works as an essential team member in a fast paced and ever changing environment responsible for assisting the operational and pre-construction teams.

Job Scope and Essential Functions:

Responsibilities:

- Assist in the preparation of and tracking for subcontractor agreements
- Collecting and tracking certificates of insurance, municipal and state licenses
- Maintaining project database utilizing project management software
- Assisting with preparation of owner AIA contracts
- Gathering materials and documents for project close-out manuals
- Providing assistance to source subs, collect sub bids, create sub lists for projects
- Backup for incoming phone calls, drawing orders and FedEx shipping
- Exhibit personal behavior that demonstrates a commitment to safety
- Actively participate in EOS L10 meetings and complete quarterly rocks

Role Competency:

- Accuracy: attention to detail and quality, proofreading and good listening skills
- Dependability: meets commitments, works independently, accepts accountability, effective time management
- Interpersonal: builds strong relationships with internal and external individuals, is flexible, solicits performance feedback and handles constructive criticism
- Productivity: manages a fair workload, volunteers for additional work, handles information flow, understands the sense of urgency
- Perseverance: remain constant, align goals with Company strategy, positive attitude, high regard for oneself and others, overcomes obstacles with integrity, motivated to achieve

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KCC Core Values:

- Reputation
- Teamwork
- Caring
- Do The Right Thing
- Whatever It Takes
- Fun

Qualifications:

- Preferred 2+ years' experience in construction industry

Technology Skills:

- Microsoft Office Suite
- Microsoft Project
- Procore
- Bluebeam
- SmartBidNet
- Movie editing software

Physical Demands: is capable of sitting for extended period of time at desk and working on the computer

Working Conditions: 100% office environment