

Site Project Coordinator

Title	Site Project Coordinator
Division	Operations
Office Location(s)	Site Based
Projects	Industrial Sites in Mapleton, Peoria, and East Peoria
Reports To	Director of Construction
Direct Reports	N/A

Summary:

A Site Project Coordinator (PC) is responsible for actively supporting a fast-paced project management team. PC's interact with Clients and Subcontractors, therefore, it is critical this role embodies our company values in all that they do.

Key Functions:

- Assist the Project Team with a variety of administrative tasks.
 - Manage job folders, purchase orders, change orders, RFI's, Submittals, project correspondence, etc.
- Tracking and management of critical project documents
 - Certificates of insurance, subcontracts, purchase orders, contracts, etc.
- Participate and support Project Management team meetings
 - Note taking
- Time tracking data entry and administrative functions for field operations team members
- Safety logs and reporting as necessary in support of on-site safety program
- Typing of project correspondence
- Familiarity with Microsoft Office and other common software applications
- Ability to track and update employee training logs
- Support for Ad Hoc projects as necessary



Qualifications:

- High School Diploma is required
- 2 to 5 years' relatable experience
 - Construction experience preferred
 - Industrial/Manufacturing experience is a plus
- Strong attention to detail and organization skills. Strong communication abilities.
- Jobsite Trailer for day-to-day work
 - Elements of consideration: dirty/dusty, noise levels, shared space

Benefits:

- Employer paid Medical Benefits
 - Elective benefits available also: Dental, Vision, FSA
- 401k with company match
- Vacation, Paid Holidays, and PTO
 - Leaves of Absence included additionally
- Tuition Assistance Program
- Annual company performance bonuses

This job description in no way states or implies that these are the only duties to be performed by the associate(s) incumbent in this position. A review of this job description has excluded the marginal functions of the position that are incidental to the performance of the fundamental job duties. All duties and responsibilities are essential job functions and requirements and are subject to possible modification as necessitated by business demands. To perform this job successfully, the incumbent(s) will possess the knowledge, skills, and abilities to perform each job duty proficiently. The requirements listed in the document are the minimum levels of knowledge, skills, or abilities.

This document does not create an employment contract, implied or otherwise, other than an "at will" relationship.

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This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation, and training.

Associated received: _____

Department manager: _____

Human resources: _____

Submitted on: _____