

Site Project Coordinator

Title	Site Project Coordinator
Division	Operations
Office Location(s)	Springfield, IL
Offices Supported	Peoria
Reports To	Director of Construction
Direct Reports	N/A

Summary:

A Site Project Coordinator is responsible for actively supporting a fast-paced project management team. As a role to interact with Clients and Subcontractors, it is critical this role embodies our company values in all that they do. This position serves in a regional capacity; as such, the role is responsible for additional support to foster and develop client relationships, and ensuring a Client-Focused project experience is occurring on every project.

Key Functions:

- Assist the Project Team in all areas and aspects to ensure a successful project
 - 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.
- Bluebeam Studio (software) Set up
- Participate and support in Project Management team meetings
- Time tracking data entry and administrative functions for field operations team members
- Safety logs and reporting as necessary in support of on-site safety
- Support for Ad Hoc projects as necessary

Qualifications:

- High School Diploma is required
- 2 to 5 years' relatable experience
 - Construction experience preferred
 - Capital Development Board experience a plus
- Strong attention to detail and organization skills. Strong communication abilities, particularly as its relations to both internal and external relationships.
- 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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