



## PROJECT COORDINATOR – JOB DESCRIPTION

### **SUMMARY**

The Project Coordinator is an integral and valuable member of the Project Management Team. The PC administers many of the purchasing, documentation, and accounting tasks for projects from the beginning of the project (bidding/estimating process) through closeout.

### **KEY RESPONSIBILITIES**

The responsibilities of the Project Coordinator position include the following. Other duties may be assigned.

- Set up new projects: create binders/files, office trailers, temporary utilities, office supplies, equipment, furniture, toilets, trash, water, etc.
- Organizing and managing the flow of hardcopy and digital information to and from members of the project team
- Create project Contact list
- Create project map and procure sign if required
- Manage submittal process and maintain submittal log
- Prepare meeting materials and/or minutes as needed
- Collecting JHA's/JSA's and submitting to client as required
- Maintain master vendor list
- Communicate ideas for improving workflow processes with a positive and constructive attitude, and for developing this attitude in others
- Assemble and transmit subcontracts and purchase orders with input from PM/PE
- Track and request insurance certificate renewals and bonds as required
- Process prime contract and subcontract change orders
- Collect packing slips and validate vendor invoice accuracy
- Assign invoices to vendor PO/Subcontract (invoice coding)
- Work with PM and project accountant to process and complete timely project billings
- Monitor A/R log and follow-up on payment status as required
- Prepare and verify accuracy of lien waivers
- Coordinate with vendors and subcontractors on the collection of required lien waivers
- Assembling T&M billings from supporting cost and field reports
- Assist with project close-out, collecting warranty information, operation and maintenance manuals

In addition to the items listed above, this position requires other various administrative tasks that may include but are not limited to: answering phone, composing routine correspondence, scheduling and booking travel arrangements, making copies of correspondence or other printed materials.