



JOB DESCRIPTION

JOB TITLE: Project Coordinator

DEPARTMENT: Major Accounts

REPORTS TO: Senior Project Manager

SUMMARY: Provides administrative support to Project Manager in support of accounts/projects.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Creates and maintains job files and binders with customer standards.
- Initiates project start process.
- Coordinates communication with internal staff and subcontractors and suppliers via email and phone calls.
- Performs signage code research, square footage calculations, and schedules site surveys.
- Maintains an up-to-date database of subcontractors and suppliers.
- Prepares purchase orders for subcontractors and suppliers.
- Conducts follow-up of new drawing requests, materials ordered, and installations scheduled
- Prepares daily /monthly reports.
- Attends all necessary meetings and training as required by management.
- Provides care and security for all company resources.
- Performs necessary housekeeping activities of work area.

QUALIFICATION REQUIREMENTS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed are representative of the knowledge, skill, and/or ability required.

Associates or equivalent degree/experience combination. Minimum 2 years experience in construction/signage industry preferred. Demonstrated knowledge of Microsoft Excel, Word, Power Point and Outlook; Internet and PDF Annotator. Demonstrated typing skills with 95% accuracy. Ability to coordinate own and others' actions, manage own time and manage personnel resources. Strong understanding and expression of written and verbal language. Sensitivity to problems; ability to tell when something is wrong or is likely to go wrong. Strong attention to detail.

Ability to add and subtract two digit numbers and to multiply and divide with 10's and 100's. Ability to perform these operations using units of American money and weight measurement, volume, and distance. Ability to calculate square footage and read a tape measure to the 16th of an inch.

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform

the essential functions of this job.

While performing the duties of this job, the employee is regularly required to sit for long periods of time. The employee frequently is required to use hand to finger, handle, or feel objects, tools, or controls. The employee is occasionally required to walk; reach with hands and arms; stoop, kneel, crouch, or crawl; and talk or hear. The employee must regularly lift and/or move up to 10 pounds. Specific vision abilities required by this job include close vision, peripheral vision, depth perception, and the ability to adjust focus.

The work environment is in a busy, open area office with constant interruptions and must deal with a wide variety of people on various issues. Employee is regularly required to spend long hours in intense concentration and spend long hours on the computer which requires attention to detail and high levels of accuracy. There are deadlines associated with this position, which may cause stress.

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Manager _____

HR _____

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

Employee _____ Date _____