



Overview

Project Coordinator – Commercial Roofing
Centennial, CO
Flynn group of Companies

This key position is responsible to provide administrative support to our rock star Project Management team.

Flynn's strong culture focuses the energies of employees on doing the right thing, for the benefit of the company, its customers, and themselves. The result has been almost 50 years of success, and the next 50 looking even brighter.

THE FLYNN WAY

"The Flynn Way" is the way we do things at Flynn. It is not any one single thing, but rather a collection of behaviors and actions that are influenced by our collective values and beliefs.

Values such as safety, honesty, integrity, and doing what we say are deeply ingrained in Flynn's culture.

As Flynn employees, we are surrounded by the most talented team in the market. Every day is a new opportunity to play an active role in the overall success of our business. Through our collaborative and supportive culture, we are fueled to grow without limits and are praised for our talent and contribution to the team. With over 5000 employees, Flynn is the leading Building Envelope Contractor in North America!

What we Offer

- Competitive Salary
- Performance-based bonus program
- Medical, Dental, and Vision Insurance
- 401(k) w/ company match
- Life Insurance
- Paid time off and paid holidays
- Company sponsored Employee Appreciation events
- Health Club Membership reimbursement (specific health clubs)
- EFAP
- Flynn University: Education & Leadership Development



Responsibilities

- Attending pre-tender site meetings to prepare an accurate estimate
- Preparing takeoffs/estimates for assigned jobs
- Preparing and following-up on quotations and tenders
- Organize and coordinate submittals
- Ordering Bid Bonds, Performance Bonds, Agreements to Bonds, WCB Certificates, Insurance Certificates, CAD 7s, Letters of Reference, CCDC Documents
- Reviewing all contracts and accepted quotations
- Writing up work orders
- Preparing material order sheets
- Attending team meetings
- Assisting Production with preparing prices for extras or credits
- Confer with employees, inspectors and suppliers of tools and materials to resolve construction problems and improve construction methods
- Consult with project personnel to provide technical advice and to resolve issues

Desired Qualifications

- Must be a recent graduate of a civil engineering / building science program or a related educational field, or have a minimum of 1 year work experience in a construction environment
- Proficiency in Bluebeam and MS office package, including MS Project
- Knowledge and proficiency in AutoCAD is an asset
- Highly motivated with strong organizational, analytical, problem solving and decision-making abilities
- Strong negotiation and communication skills
- Ability to multi-task and work in a team environment
- Strong blueprint reading skills

Flynn Group of Companies is the leading trade contractor in North America that works on virtually every aspect of a building's outer layer, including roofing, glazing, waterproofing, and architectural metals. The foundation of our award-winning success is having the right people on our team. Thanks to the contributions of the most talented team in the market and a collaborative, supportive culture, Flynn has steadily grown since 1978 and continues to do so.

Flynn Group of Companies is an equal opportunity employer - minorities/women/disabled/protected veterans are encouraged to apply.

All employees hired must pass a pre-employment drug test, have a valid driver's license and/or reliable means of transportation, and proof of legal ability to work in the US.

Interested candidates should email resume to linda.culver@flynncompanies.com with subject line of Colorado Project Coordinator