

PROJECT COORDINATOR / ADMINISTRATOR

SUMMARY DESCRIPTION

The project coordinator is responsible for the initial stages of a project. When sales finishes with the marketing side of the project and informs the production department of the successful obtaining of a contract, the project coordinator manages the project through the entire process.

ORGANIZATIONAL RELATIONSHIPS

The Project Coordinator will report to the project manager assigned the project and will interact with the sales, Project Manager, Fabrication Manager, field personnel and others that may be required to carry out the scope of the contract.

DUTIES

After the contract is awarded, the Project Coordinator will obtain the estimators bid file and organize the project folder into proper format. The Project Coordinator will also obtain all plans and specifications in the necessary quantities to order shop drawings and complete all paperwork.

The Project Coordinator will work in tandem with the Project Manager until the project is completed.

The following are some of the items included in the job description:

- Initiate contact with the general contractor to establish both field and office contacts
- Determine the opening construction schedule and billing dates
- Maintain daily log of progress on all items such as purchase orders, submittals, etc
- Review sent in submittals and review submittals sent back from the general contractor
- Determine manpower required and work with the Project Manager on how it effects overall manpower requirements
- Assist Project Manager with entering frames into Partner Pak for fabrication
- Initiate purchase orders and maintain diligent control over the delivery so as hit dates set by general contractor
- Assist on managing labor and tasks at a jobsite and attend subcontractor meetings
- Coordinate between sales, the general contractor, Architect, and Project Manager those things that need clarification because of variations between specifications and our estimate
- Initial company change order requests and reply to those from the Architect or general contractor
- Send back charges or change order requests to general contractor or suppliers that are forthcoming from field personnel or the architect or general contractor
- Require that all changes in the work, whether directed or received by the Project Manager, be supported by authorized written documentation
- Help Project Manager balance the job's budget by tracking purchase orders, change orders, rental equipment and labor
- Provide accounting monthly with the percent completed so as to bill the project in a timely manner.

The Project Coordinator will represent the company to past, present and future clients, and all companies and individuals in a professional manner that will cast the most favorable light on the company and its reputation.

ABOUT THE COMPANY

El Paso Glass Company (EPG) was founded in 1969. EPG is a commercial glazing contractor with an office located in Colorado Springs, Colorado. We fabricate and install storefront, curtain wall, aluminum doors, and sunshades for medium to large commercial buildings. We work on projects throughout the Southern Colorado area, with most work located around Colorado Springs. Our main industries of work include education, healthcare, retail, office space, and federal work.

Requirements/Qualifications

- Bachelor's degree in Construction management preferred, but not required
- Excellent communication skills
- Proficient with Windows and Microsoft Office Suite
- Ability to read Architectural drawings
- Well organized and is punctual

How to Apply

Send resume to emartin@elpasoglass.com. Should you have any questions about the position, please call Erik at 719-635-1533.

When would my position with El Paso start?

As soon as possible.