

Project Coordinator

Job Description

Responsibilities and Duties:

- Establishes collaborative relationships among the various project and constituent groups, with the aim of promoting the concept of integrated systems.
- Facilitates and coordinates the work of multiple project teams engaged in the establishment and implementation of new projects to support the Project Manager.
- Identifies and works to remove barriers to successful completion of the overall project, with particular emphasis on resolving issues with subcontractors.
- Facilitates decision making processes as appropriate, serving as liaison between project managers, and adjudicating disagreements on approach to ensure the maintenance of an integrated, institutional focus for the overall project.
- Provides timely project status updates to the Project Managers; submits for Cabinet resolution those problems and issues that cannot be resolved at lower levels.
- Maintain and update company database.
- Must be able to generate customized reports and pivot tables in addition to utilizing VLookup functionality.
- Duties will require candidate to create and track contracts, purchase orders, submittals and complete project close-out manuals.
- Serves as primary point of contact with external vendor representatives and functional consultants on overall strategic and technical project matters.
- Must be able to handle all correspondence between general contractor, owner, architect and subcontractors.
- Performs miscellaneous job-related duties as assigned.

Required Experience

Qualifications:

- Bachelors degree or 5 years of equivalent work experience
- Skill in organizing resources and establishing priorities.
- Strong interpersonal skills and ability to work effectively at all levels in a collaborative team environment.
- Project management skills and the ability to resolve complex problems and issues.
- Strong Microsoft Word and Excel experience required. Norad and Oracle experience a huge plus.
- Purchasing experience is desirable