

**Orren Pickell Building Group, LLC**  
**Job Description**  
**ASSOCIATE PROJECT COORDINATOR**

**SUMMARY OF POSITION**

A project coordinator oversees construction projects with the project superintendent to coordinate estimates, subcontractors' prices, resources, materials and scheduling for remodeling and new construction projects. A project coordinator exercises independent judgment to ensure that projects are undertaken and completed to the company's standards. Work load and direction is provided by Senior Project Manager.

**ESSENTIAL DUTIES AND RESPONSIBILITIES**

- Review 7-signature drawings for adherence to codes, errors and omissions
- Negotiate contracts with suppliers and subcontractors
- Determines costs and materials for change orders, provide information to clients and obtain client's approval for changes.
- Prepare and distribute purchase orders for materials and subcontractor work.
- Serve as liaison to customers, field superintendents, and material suppliers during construction.
- Evaluates policies and procedures in project coordination process for improvements.
- Mediates field problems or disputes to ensure timely completion of project.
- Supervises distribution of change orders to clients and variance purchase orders to vendors.
- Meets and guides customers and/or designers through Phase II – IV selections process.
- Process customer specification changes
- Monitors each job cost to ensure proper reporting
- Provide product knowledge to customers
- Maintain positive vendor relationships
- Identify, screen and evaluate new subcontractor's work
- Report task completion into Primavera schedules
- Review client Primavera schedule
- Assist superintendent in problem solving
- Determine holdback amounts for incomplete work at customer occupancy
- Attend weekly staff meetings for project feedback and updates
- Perform related duties as assigned or needed.

**QUALIFICATIONS**

A Project Coordinator must be able to work independently and demonstrate the commitment to support the department and deliver requirements in a timely fashion. The Coordinator is a role that requires construction industry knowledge and project management experience. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The requirements listed below are representative of the knowledge, skill and/or ability required.

- Able to plan, organize and supervise multiple projects.
- Able to make independent decisions and work independently.
- Exceptional 'people skills' with ability to present ideas and negotiate.
- Able to understand and follow oral and written instructions and to carry them out.

- Product knowledge of the construction industry and operations, including latest products and manpower requirements.
- Proficient at Microsoft Word and Excel
- Detail oriented.
- Able to maintain harmonious working relationship with other employees, subcontractors and clients.

#### **MUST DEMONSTRATE OUR CORE VALUES:**

**INTEGRITY** - To always work with the greatest integrity. Integrity is not just what you say, but what you do. It goes far beyond simple honesty, though that is at its heart. It encompasses the integrity of our staff, the integrity of each design, and in the end, the integrity of the project itself.

**PRIDE** - To never lose the intense personal pride and passion we feel in our work.

**TEAM** - To build our team around outstanding people...people with great heart, people who love what they do, people with a burning desire to be the best at what they do.

**COMMITMENT** - To focus on exceeding client expectations.

**QUALITY** - To never bend or cut corners on quality. In the end, imagination, creative energy, commitment and unsurpassed quality are what we are all about.

**VALUE** - To design, build, remodel, and maintain our clients' homes as a lasting family legacy and to always ensure that every home is a superb value and investment.

#### **EDUCATION and/or EXPERIENCE**

Requires Bachelor's Degree in in Construction/Project Management or related degree with two (2) years' experience; or equivalent combination of training and/or experience.

#### **LANGUAGE SKILLS**

Strong knowledge of English (spelling, punctuation, grammar, format and tone) and of office practices and procedures.

#### **MATHEMATICAL SKILLS**

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent.

#### **REASONING ABILITY**

Ability to solve practical problems and resolve situations where limited standardization may exist. 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. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to talk and hear and use hands to type. Specific vision abilities required by this job include close vision, distance vision, depth perception, and ability to adjust focus.

**WORK ENVIRONMENT**

Office and showroom environment. When attending meetings on project site, protective clothing and shoes are required.

**COMPENSATION**

Commensurate with experience

