



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

**SUMMARY OF POSITION**

A project coordinator oversees new home construction and remodeling projects in partnership with the project superintendent. Primary tasks include gathering and finalizing estimates, subcontractors' prices, resources and materials, in addition to coordinating deliveries and work schedules with trade partners and the superintendent. A project coordinator exercises independent judgment to ensure that projects are undertaken and completed to the company's standards and in accordance with specified timelines. Workload and direction are provided by the Senior Project Manager.

**ESSENTIAL DUTIES AND RESPONSIBILITIES**

- Meets and guides customers and/or designers through the selections process.
- Processes customer specification changes
- Serves as liaison to customers, field superintendents, material suppliers and tradespeople during construction.
- Determines costs and materials for change orders and provides the information to clients for approval.
- Negotiates contracts with suppliers and subcontractors
- Prepares and distributes purchase orders for materials and subcontractor work.
- Provides product knowledge to customers
- Maintains positive vendor relationships
- Reports task completion into Primavera schedules
- Reviews client Primavera schedule
- Assists superintendent in problem-solving
- Peer review drawings for adherence to codes, errors and omissions
- Attends weekly staff meetings for project feedback and updates
- Performs related duties as assigned or needed.

**QUALIFICATIONS**

A Project Coordinator must be able to work independently and demonstrate the desire and commitment to support the department and the team and successfully manage assigned projects, adhering to processes, specifications and timelines. The Project Coordinator role requires industry and project management experience with in-depth knowledge of the construction trade and practices. 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.

- Plan, organize and supervise multiple projects.
- Make independent decisions and work independently or in a team environment.
- Exceptional 'people skills' with the ability to present ideas and negotiate.

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- Understand, follow and execute verbal and written instructions
- Comprehensive knowledge of the construction industry, including the latest products and manpower requirements.
- Proficient at Microsoft Word and Excel
- Detail-oriented and highly organized
- Establish and maintain harmonious working relationships with other employees, subcontractors, and clients.

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

Bachelor's degree in construction/project management is preferred, but candidates with 5-7 years' construction management experience will be considered.

#### **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 percentage.

#### **REASONING ABILITY**

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, verbal, 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 use hands to type, lift and/or move materials and is also required to talk and hear. Specific vision abilities required by this job include close vision, distance vision, depth perception, and ability to adjust focus.

#### **WORK ENVIRONMENT**

Primarily office and showroom environment. When attending meetings on project sites, protective clothing and shoes are required.

#### **COMPENSATION**

\$60,000 - \$70,000 - commensurate with experience

#### **ORREN PICKELL BUILDING GROUP CORE VALUES:**

- **INTEGRITY:** Honesty is telling the truth. Integrity is telling the truth and doing what you say you're going to do.
- **PRIDE:** Our passion and commitment to exceed the expectations of our clients and each other.
- **TEAM:** To build with outstanding people who love what they do.
- **CURIOSITY:** To realize you don't know what you don't know, and to strive for personal growth and the development of the team.
- **QUALITY:** If a job is worth doing, it is worth doing well.

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**Job Type: Full-time**

**Salary:** \$60,000.00 - \$70,000.00 per year

**Benefits:**

- 401(k) and 401(k) matching
- Dental and Vision insurance
- Health insurance
- Health savings account
- Life insurance
- Long- and Short-Term Disability
- Paid time off
- Paid Holidays
- Referral program
- Employee discount

**Schedule:** Day shift; Monday to Friday

**Education:** Bachelor's (Preferred)

**Experience:** Construction Management: 5 years (Required)

**Work Location:** In person

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