

JOB SUMMARY

The PROJECT COORDINATOR – PCM plays a key role in supporting construction and design projects by tracking updates, maintaining records, and facilitating communication across contractors, engineers, and internal teams. This position assists with all phases of prequalification, bidding, contracting, and contract administration in alignment with established company policies. With strong organizational, communication, and analytical skills, the Project Coordinator helps ensure projects progress smoothly, accurately, and on schedule.

JOB DUTIES AND RESPONSIBILITIES:

1. **PROJECT SUPPORT:** Utilize established company policies and workflows to support all stages of project development, including contractor prequalification, bid solicitation, proposal review, contracting, and ongoing contract administration. Ensure that all required documentation is collected, verified, and properly stored. Assist project managers by preparing bid packages, gathering specifications, tracking deliverables, and ensuring all materials comply with internal standards and client requirements.
2. **DOCUMENTATION MANAGEMENT:** Maintain comprehensive and up-to-date project documentation including correspondence, drawings, specifications, proposals, contracts, change orders, and approvals. Ensure all documents are organized according to company standards and stored within the appropriate digital or physical systems. Monitor version control, verify data accuracy, and prepare documents for audits, reporting, and client submission.
3. **CHANGE ORDER PROCESSING:** Track, draft, and prepare purchase change orders within authorized limits, ensuring compliance with contract documents and internal procedures. Verify pricing, scope changes, and supporting documentation before submission. Maintain a log of all change orders, ensuring accurate tracking and communication with project managers, accounting, and contractors.
4. **PROPOSAL PREPARATION:** Prepare, modify, and update proposal documents, including forms, attachments, narratives, and pricing breakdowns as directed. Ensure all proposal materials meet company standards, incorporate accurate project information, and align with

requirements stated in bid invitations or client requests. Review for completeness and coordinate final submissions.

5. CROSS-FUNCTIONAL COLLABORATION: Communicate effectively with contractors, engineers, facility managers, and internal departments to support project progress. Coordinate information flow, request clarification as needed, and assist with resolving discrepancies related to scope, documentation, scheduling, or contract requirements. Serve as a reliable point of contact to maintain strong relationships and project alignment.

6. PERFORMS OTHER ESSENTIAL DUTIES AS ASSIGNED.

EQUIPMENT OPERATED:

General office equipment (laptop, fax machine, desk phone, scanner)

KNOWLEDGE, SKILLS AND ABILITIES:

- Knowledge of proposal analysis, construction services, quality assessments, and contractor coordination.
- Ability to communicate professionally and constructively with contractors, engineers, facility managers, and internal stakeholders.
- Ability to maintain professionalism, integrity, and timely follow-through on tasks.
- Ability to manage and maintain project documentation with accuracy.
- Ability to organize, prioritize, and manage multiple tasks in a deadline-driven environment.
- Ability to build and maintain professional working relationships across diverse teams.
- Skilled in MS Office; Salesforce experience preferred.
- Skilled in analytical thinking, problem-solving, and resolving project discrepancies.
- Skilled in time management and multitasking while maintaining attention to detail.

MINIMUM QUALIFICATIONS:

High school diploma or equivalent, PLUS

Minimum of two (2) years of experience in project coordination, operations support, or construction-related work.

SPECIAL QUALIFICATIONS

Must pass a criminal background check

Must be AGILE. The ability to hold yourself and others **Accountable**, have a personal **Growth** mindset, ability to act with **Integrity**, ability to demonstrate **Leadership** attributes to motivate and support coworkers, and practice **Everyday Improvement**.

WORK CONDITIONS:

Works in a heated and cooled office environment.

The above describes the general content and requirements for this job. It is not intended to be an all inclusive list of duties, responsibilities, or requirements.