



Administrative Project Coordinator

Position Summary

The Administrative Project Coordinator will be a self-starter responsible for performing administrative duties to support Senior Administrative Project Coordinator and Management on the Preconstruction team in the day to day functions, across multiple projects in varying stages of preconstruction and construction. This role is responsible for promoting efficiency and accuracy on the team by proactively seeking opportunities to drive projects forward.

Essential Duties and Responsibilities

1. Create client facing spreadsheets and presentations to track budget, selections, and progress for multiple simultaneous projects
2. Input and update finish selection details in our client relations management system
3. Interpret contracts, construction plans, and client requests to independently research selection options
4. Purchase selection items with a high degree of accuracy, including tracking shipments through delivery to jobsite. Record purchases via internal accounting system.
5. Create and maintain project start and end checklists
6. Document project details for hand off to construction crew and homeowners
7. Support development of Change Orders, Extra Work Requests, and budget adjustments for clients
8. Coordinate communication in multiple stages of construction internally with Sales, Preconstruction, Production, and Office Staff
9. Collect construction photos for project documentation
10. Contact vendors and/or partners to obtain quotes for finish selections
11. Pickup tile, carpet, granite, sample from local vendors and deliver to office or job site as needed
12. Assist with document and records organization on the company drive
13. Manage sample library inventory to include verification of current and discontinued items & check out and return dates.

Qualifications (Knowledge, Skills, & Abilities)

1. Excellent organizational and communication skills with a strong attention to detail
2. Concise verbal and written communication skills to coordinate details both internally and externally
3. Ability to independently prioritize tasks and manage time while juggling multiple tasks and responsibilities
4. Solution oriented mindset with willingness and enthusiasm to troubleshoot and create solutions
5. Must be flexible, coachable, and responsive to feedback
6. Ability to be trusted with sensitive and confidential information while maintaining the highest level of ethics and professionalism
7. High degree of accountability in self and others
8. Ability to work well under time constraints in a fast paced collaborative industry
9. Proficiency in Google Suite (Gmail, Google Docs, Google Sheets, Google Slides), and Microsoft Office (Sway, Word, Excel, PowerPoint)

Education and/or Experience

- 1-2 years of project support experience in a fast paced environment is preferred
- Knowledge of residential construction preferred but not required

Other Requirements

- Ability to travel to job sites and vendor locations in Annapolis, Maryland and surrounding areas 5-10% of time is required.