



## Administrative Project Coordinator

### Position Summary

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

This is an in-office position in Annapolis, MD. However, some flexibility in working remotely can be discussed after 90 days of working full-time and completing the required training.

### Essential Duties and Responsibilities

- Create client-facing spreadsheets and presentations to track budget, selections, and progress for multiple simultaneous projects
- Input and update finish selection details in our client relations management system
- Interpret contracts, construction plans, and client requests to independently research selection options
- Purchase selection items with high accuracy, including tracking shipments through delivery to the job site. Record purchases via internal accounting system.
- Create and maintain project start and end checklists
- Document project details for hand-off to construction crew and homeowners
- Support development of Change Orders, Extra Work Requests, and budget adjustments for clients
- Coordinate communication in multiple stages of construction internally with Sales, Preconstruction, Production, and Office Staff
- Collect construction photos for project documentation
- Contact vendors and partners to obtain quotes for finish selections
- Pickup tile, carpet, and granite samples from local vendors and deliver to office or job site as needed
- Assist with document and records organization on the company drive

- Manage sample library inventory to include verification of current and discontinued items & check out and return dates.

### Qualifications (Knowledge, Skills, & Abilities)

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

### Education and Experience Requirements

- 1-2 years of project support experience in a fast-paced environment
- Knowledge of residential construction is preferred

### Other Requirements

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