



# Senior Construction Project Coordinator

## Position Summary

The Senior Construction Project Coordinator will be a self-starter responsible for project execution and communications for the Preconstruction & Design team. The day-to-day functions will fall 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 position requires at least three years of experience in residential remodeling and/or construction as a project coordinator or manager.

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

- Manage client communications for multiple simultaneous projects
- Own budget reconciliation for preconstruction items
- Schedule and facilitate meetings, communicate progress and develop solutions to meet project goals
- Create Change Orders and Extra Work Requests when project scope changes arise
- Communicate and maintain relationships with vendors and subcontractors
- Create and maintain project schedules and milestone checklists
- Manage project-related paperwork by ensuring all necessary materials are current and properly filed

## Qualifications (Knowledge, Skills, & Abilities)

- Excellent organizational skills with strong attention to detail
- Clear & concise verbal and written communication skills
- Ability to independently prioritize tasks and manage time while juggling multiple tasks and responsibilities
- 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)

## Requirements

- At least three years of experience in project support or management of residential construction
- Experienced in working in a fast-paced environment
- Ability to travel to the office in Annapolis, MD
- Ability to travel to job sites and vendor locations in Annapolis, MD, and surrounding areas 5-10% of the time