



Administrative Project Coordinator

Position Summary

The Preconstruction & Design 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 promotes efficiency and accuracy on the team by proactively seeking opportunities to drive projects forward.

This is a full-time position working in-office position in Annapolis, MD, daily.

Essential Duties and Responsibilities

- Create client-facing spreadsheets and presentations to track budgets, 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 research selection options independently.
- Purchase selected items with high accuracy, including tracking shipments through delivery to the job site. Record purchases using an internal accounting system.
- Create and maintain project start and end checklists
- Document project details for hand-off to the construction crew and homeowners
- Support the 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 finished 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 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 duties and responsibilities
- The solution-oriented mindset with willingness and enthusiasm to troubleshoot and create solutions
- Ability to be trusted with sensitive and confidential information while maintaining the highest level of ethics and professionalism
- Ability to work well under time constraints in a fast-paced, collaborative industry
- Proficiency in Google Suite and Microsoft Office

Education and Experience Requirements

- 1-2 years of project support experience in a fast-paced environment is required
- Knowledge of residential construction
- An Associate of Arts Degree or some college is preferred
- Ability to commute to Annapolis, MD, daily. And drive to job sites in the area.

Benefits and Compensation

- 100% paid health insurance plan for the employee. A portion paid for dependents
- Three weeks of PTO
- Paid Holidays
- Competitive base salary
- Annual bonus program