



Bohan Contracting is looking to hire a Project Coordinator to support the Preconstruction and Design team in designing custom home remodeling and building projects. This person will perform administrative duties to support the Senior Administrative Project Coordinator and Management on the 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 full-time position has a schedule of Monday through Friday, from 8:30 am - 5:30 pm, and will regularly work in the Annapolis, MD, office location.

### Position 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 verify current and discontinued items & check-out and return dates.

### Position Requirements

- 1-2 years of project support experience in a fast-paced environment
- Knowledge of residential construction is highly preferred
- 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 and Microsoft Office Suite

### Compensation

- A competitive base salary based on experience
- Potential annual bonus based on company profitability

### Benefits

- Three weeks of PTO
- Paid Holidays
- 100% employer-paid healthcare plan for the employee, and a portion of the plan is paid for dependents.