



To apply send resume to Brian.Fowler@fmgi-inc.com

Project Coordinator

JOB DESCRIPTION:

This is a support position that works in the Project Team and reports to the Project Manager. The Project Coordinator supports the field team and is responsible for all documents in all job folders. Each job requires strict nomenclature and organization based on the template or type of project. The successful Project Coordinator works alongside the project team but is solely accountable for the close out book on each job. This position is a salaried position and is key to the financial success of all projects by completing the documentation in a timely manner.

REQUIREMENTS:

- Expert understanding of the contract process and the critical path associated with contractor buyout and project set up.
- Possesses detailed knowledge of project status and has superior follow-up skills for any missing piece of documentation.
- Must be comfortable answering questions from the contractors – comfortable researching any questions the contractors or suppliers may pose.
- Possess advanced computer skills with demonstratable experience organizing electronic filing systems and utilizing customer driven PM platforms.
- Demonstrates the ability to conclude the Close Out process while overcoming all obstacles presented by job developments (contractors or owners).

SKILLS:

- Understands the basics of contract management phases and their deliverables on a daily timeline.
- Communicates effectively with project team members and the field regarding inspection expectations and guidelines- can support the field to meet the requirements.
- Maintains and shares information relevant to the projects at hand while driving the team to establish goals for improvement at all levels of the enterprise.
- Organized at all levels of document management and timely deliverables to close out the projects.

RESPONSIBILITIES:

- Assists with daily and accurate project reporting to the owner or owner's rep.
- Oversee the job set up process for week zero tasks and suppliers.
- Support the Pre-Construction meeting and attend on-site meetings as needed.

- Verify the field has a demobilization plan and that the plan is executed.
- Close out of each job and verify the Superintendent has all final inspections as well as all equipment return confirmations.
- Support the completion of all punch items/ tasks including owner specific documents (asset tagging, refrigeration docs, and Certificate of Occupancy).