

## **JOB TITLE**

Construction Coordinator

## **SUMMARY:**

We are seeking enthusiastic, pragmatic candidates who understand that a happy team is a hardworking team, and that honest communication is vital for getting projects done. To be successful as a construction coordinator you should be an optimistic, calm, perceptive problem-solver. Ideal candidates will have exceptional analytical and time-management skills, an ability to identify and utilize the different skills and talents of workers, a basic understanding of project management software, and unflinching respect for modern standard practices, rules, and regulations. This person will plan, design, and manage all aspects of the construction projects including defining scope, cost estimates, and specifications, and preparing contract documents.

## **ESSENTIAL DUTIES AND RESPONSIBILITIES:**

- Managing the quality of work and budget costs.
- Communicating with clients, developers, architects, and engineers.
- Managing/processing all project submittals (Specs, Samples, etc.)
- Adhering to both budgetary and time constraints.
- Visiting and inspecting building sites.
- Reporting on progress and challenges.
- Managing/processing all contract related documentation (Owner Contracts, Subcontracts, Owner Change Orders, Subcontractors Change Orders, Etc.)
- Responsible for printing all project related blueprints and drawings.
- Creating/processing all RFI's (Request for Information) related to the projects.
- Finding, employing, and managing contractors and sub-contractors.
- Collect all Certificates of Insurance related to each project.
- Learning and applying the latest relevant knowledge to the work.

## **EXPERIENCE/REQUIREMENTS:**

- 1-5 years' experience in construction preferred.
- Strong business and communication skills.
- Working knowledge or ability to learn all project management related software (Procore, AIA, Bluebeam, Outlook, Excel, Projects)
- Oral and written communication skills.
- Ability to prepare and interpret blueprints.
- Strong knowledge of quality control programs.
- Experience and practical knowledge about supply chain management.
- Collaborating with team members effectively.
- Excellent knowledge and understanding of risk management.
- Ability to handle various types of personalities.
- Ability to work in teams as well as independently.
- Excellent organization and time management skills.
- Ability to multitask simultaneously.
- Good interpersonal skills.

Knowledge

Perseverance

Integrity

# Cambridge

Construction Group LLC

## **QUALIFICATIONS:**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed above are representative of the knowledge, skill, and / or ability required, with additional duties as assigned. Reasonable accommodation may be made to enable individuals with disabilities to perform essential functions.

## **OTHER REQUIREMENTS:**

Must possess a valid current driver's license and reliable transportation as travel may be required.

## **BENEFITS:**

- 401(k)
- 401(k) matching
- Dental insurance
- Flexible spending account
- Health insurance
- Life insurance
- Paid time off
- Vision insurance

## **QUALIFIED CANDIDATES:**

Please submit a resume with a cover letter and salary requirements to [kfreehof@cambridgeus.com](mailto:kfreehof@cambridgeus.com)