**Project Coordinator**

# Job Summary:

The Project Coordinator will manage the job order process from the point of receiving a purchase order to the delivery of the product to the job site. Acts as a liaison between the company, customers, and vendors.

## **Duties/Responsibilities:**

* Leads an interdepartmental team to complete an assigned project on time, to specifications, and with accuracy and efficiency.
* Outlines the tasks involved in the project and delegates accordingly.
* Conducts cost analysis, estimating expected costs for the project.
* Completes the submittal package and shop drawings to the determined schedules and the needs of our customers and production department.
* Enter PO or contract into Titan Precast Management Software
* Coordinate the ordering of all material and research pricing and availability for the project ensuring accuracy and delivery time.
* Conducts risk assessments; reports identified risks to management; provides recommendations for mitigation of risk (including termination of the project if appropriate).
* Addresses questions, concerns, and/or complaints throughout the project.
* Oversees production and delivery on behalf of the customer.
* Communicates and collaborates with sales and marketing teams to provide training and information required to promote and sell new projects, programs, and systems.
* Performs other related duties as assigned.

## **Required Skills/Abilities:**

* Excellent verbal and written communication skills.
* Excellent interpersonal and customer service skills.
* Self Starter
* Previous project management experience
* Excellent organizational skills and attention to detail.
* Excellent time management skills with a proven ability to meet deadlines. Ability to prioritize tasks and delegate them when appropriate.
* Strong analytical and problem-solving skills.
* Computer proficient-Outlook, Word, Excel

## **Physical Requirements:**

* This is a largely sedentary role with frequent requirements to stand and walk.
* Occasionally required to stoop, kneel, crouch, or crawl.
* Must frequently lift and/or move up to 25 pounds.
* Specific vision abilities required by this job include vision, distant vision, and color vision. Depth perception and ability to adjust focus.
* May require traveling 25% of the time.

**EEO Statement:**

Gainey’s is an equal-opportunity employer. Gainey’s does not tolerate discriminating based on race, national origin, color, religion, sex, sexual orientation, disability, age, veteran status, genetic information, or any other characteristics protected by law. Equal opportunities are extended to all terms and conditions and privileges of employment as well as the use of all company facilities participating in all company-sponsored activities and employment actions such as promotions, compensation, benefits, and terminating employment.

Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, GCP Project Coordinator Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, VP Sales & Marketing Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_