project coordinator

Newkirk Novak Construction Partners is looking for an experienced Project Coordinator to contribute to our expanding project portfolio. This individual will provide collaborative administrative support for operations and preconstruction teams.

job description

Our Project Coordinators support project teams in the planning, coordination, and administration of a wide range of commercial construction projects. Working closely with Project Managers, Superintendents, and trade partners, they help manage project documentation, maintain communication, and keep project activities organized and on track.

- New project setup – Work with the project management and accounting teams to set up new projects in the accounting system and project files.
- Contracting – Prepare all formal owner agreements, trade partner agreements and vendor purchase orders. Enter subcontracts and purchase orders into project management software. Track and process executed subcontracts/purchase orders. Collect and track all other contract-related documents.
- Contract change orders – Process owner and trade partner change orders as required. Collect and review trade partner pricing and back-up documentation. Notify project management team when documentation is ready for final review.
- Submittals – Work with project management team to collect and upload submittals into project management software.
- Lien waivers – Track trade partner/vendor and sub-tier lien waivers.
- Project closeout – Collect, organize and distribute project operations and maintenance manuals.
- Certificates of insurance – Obtain certificates of insurance and other forms as needed from trade partner/vendors. Review to ensure insurance requirements are met. Update vendor/trade partner certificate of insurance information in accounting software and maintain files for audit purposes.
- Collect and file certified payroll reports.
- Collect, process, input, organize and transmit all data and documentation from various stakeholders in operations and preconstruction departments.
- Prepare and distribute project specific pay application template for trade partners. Review submitted trade partner pay applications and resolve any discrepancies.
- Receive and direct incoming telephone calls and visitors as needed.
- Assist with other project-related tasks as needed.
- Aid with bid solicitation.

qualifications

- 2 years of related project coordination and construction experience preferred
- Ability to work collaboratively with teammates and prioritize workflow under the direction of several project managers simultaneously
- Experience with Microsoft Office products, Project Management, Job Cost, and Procore
- Ability to work under pressure and meet deadlines
- Good written and oral communication
- Maintain confidentiality
- Willingness to learn new software
- Good time management and organizational skills

to apply, send your resume to careers@newkirknovak.com

This job description is intended to describe the general nature and level of work being performed. It is not intended to be an exhaustive list of all duties, responsibilities, and skills required. This role is a full-time on-site position. Newkirk Novak Construction Partners offers a competitive compensation and benefits package including health, dental, vision, disability insurance, paid vacation, holidays, 401(k) plan with company match, and a performance-based bonus program. Newkirk Novak Construction Partners is proud to be an equal opportunity employer.