

## **Project Coordinator**

Sun Country Builders is a solidly established, forty-year-old general contractor specializing in the construction and renovation of multi-family housing projects. We have developed strong, repeat client relationships, and we're committed to delivering exceptional quality and service to our clients. Our company culture has resulted in our employees tending to have very long careers with the company.

Successful multifamily General Contractor located in North County San Diego, is looking for a full-time Project Coordinator to join our team.

### **Primary Duties and Responsibilities:**

- Assist with implementation of project start up and close out procedures as directed by the Project Managers and/or the Project Engineers
- Assist Project Managers and Project Engineers in the Subcontract/Buyout process, including but not limited to, subcontract document drafting, processing and tracking, and Purchase Orders.
- Ensure Subcontractor's City Business Licenses and Contractor's Licenses are received and current.
- Processing and tracking of submittals and RFI's as received by Project Managers and Project Engineers, and responses as received by Architects, Engineers, Consultants, and other professionals.
- Gathering, compiling and arranging meeting packages for each project, as required.
- Receive, process, allocate, and balance PCO Logs, and COR's as needed. Assist Project Managers and Project Engineers with drafting, distributing, and tracking Subcontract and Owner Change Orders.
- Upload, organize, maintain, and distribute plan sheets, reports, and documents as received from the Architect, Engineers, Consultants, and other professionals.
- Assist Project Managers and Project Engineers in maintaining drawings, SK's, ASI's, etc., and coordinate distribution to Field and Subcontractors.
- Assist Project Managers and Project Engineers with miscellaneous duties, as needed, to maintain order and to assist in maintaining the project schedule.

### **Experience:**

- Prefer minimum of two year degree and/or 2 years minimum experience with multi-family construction.
- Strong Word, Excel, and general computer skills.

### **Requirements:**

- Strong work ethic with the ability to be a team player.
- Positive attitude and great customer service skills

- Able to prioritize and handle several different tasks simultaneously
- Must have excellent follow-up on action items
- Strong written and verbal communication.
- Goal oriented, well organized and able to establish priorities and deadlines.

We offer a competitive compensation and benefits package and an excellent and supportive work environment. Please provide salary requirements with your resumes.