

## PROJECT COORDINATOR – GLASTONBURY, CT

### Position Description

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This full-time position reports to a senior staff member, and performs both technical and administrative functions for diverse national projects, supporting team members in the field and in the office.

- Reviews, tracks, and manages a large number and wide variety of contractual and technical documents.
- Maintains regional project and report logs.
- Conducts site visits; takes construction photos; writes progress notes; and, performs offsite materials observations.
- Reviews construction documentation; completes math checks, analyzing and reconciling complex data, costs and schedules for compliance and accuracy.
- Drafts reports and coordinates quality reviews to ensure compliance to client deadlines.
- Creates field reports, issues final reports and invoices.
- Completes certain assigned projects.
- Prepares and tracks proposals.
- Interacts with clients on overall project coordination, status updates, and business development opportunities.
- Performs a wide variety of administrative functions including for special projects/initiatives.

The position requires certain local and regional travel.

### Requirements: Knowledge and Skills

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- Bachelor's degree from an accredited university; any combination of education and comparable experience may be considered in lieu of this requirement.
- Knowledge of the construction administration process preferred.
- First-rate interpersonal, written and verbal communication skills with ability to effectively interact at all levels within and external to the organization.
- Exceptional prioritization, organizational, and time management skills with demonstrated ability to work independently or as part of a team to produce highest quality results.
- Strong focus on detail and skilled in handling diverse tasks with high degree of accuracy and timeliness.
- Excellent mathematical, writing, and grammatical skills, along with a high proficiency in Microsoft Office (Excel, Word, etc.). Bluebeam experience highly desirable.
- Commitment to ongoing learning and professional development.
- Physical demands include sitting, standing, walking considerable distances, climbing stairs/ladders, negotiating work areas under construction, including in diverse/inclement weather conditions.

This is an exciting opportunity for an individual who excels in a fast-paced environment and strives to be a "Pivotal Resource." Please submit your application, resume, and cover letter at:

<http://fulcrum2019.wpengine.com/careers/employment-application/>.

ATLANTA DALLAS DENVER HARTFORD IRVINE MIAMI NEW YORK OMAHA PHOENIX SAN DIEGO SEATTLE NATIONWIDE

## PROJECT COORDINATOR – INTERN

### Position Description

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This position reports to a Project Manager or senior staff member, and performs both technical and administrative functions to support team members in the field and in the office. The individual should be actively pursuing a degree (ideally in construction-related discipline)\* with the individual's formal study complemented by on-the-job training under close supervision.

- Performs simple offsite materials observations, single family residence and simple commercial observations.
- Assists in report preparation, using Word and Excel; creates PDFs.
- Coordinates technical documents.
- Performs a wide variety of administrative functions and various other duties, including math checks.
- The position requires certain local travel.

### Requirements: Knowledge and Skills

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- Bachelor's degree or be actively pursuing a degree, ideally in a construction-related field\* from an accredited university. \*Consideration may be given to candidates in other disciplines.
- Knowledge of the construction administration process preferred.
- First-rate interpersonal and communication skills with ability to effectively interact at all levels within and external to the organization.
- Detail-oriented and solid organizational and multi-tasking skills with ability to work as part of a team to produce highest quality results.
- Excellent writing, mathematical, and grammatical skills, along with a highest proficiency in Microsoft Office (Excel, Word, etc.)
- Physical demands include sitting, standing, and may require walking considerable distances, climbing stairs/ladders, negotiating work areas under construction, including in diverse/inclement weather conditions.

This is an ideal opportunity for an individual who thrives in a fast-paced environment, strives to be a "Pivotal Resource", and wants to launch a career in the dynamic construction consulting field.

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## PROJECT COORDINATOR – PORT CHESTER, NY

### Position Description

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- Prepares and tracks proposals.
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- Performs a wide variety of administrative functions including for special projects/initiatives.

The position requires certain local and regional travel.

### Requirements: Knowledge and Skills

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- Strong focus on detail and skilled in handling diverse tasks with high degree of accuracy and timeliness.
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- Commitment to ongoing learning and professional development.
- Physical demands include sitting, standing, walking considerable distances, climbing stairs/ladders, negotiating work areas under construction, including in diverse/inclement weather conditions.

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ATLANTA DALLAS DENVER HARTFORD IRVINE MIAMI NEW YORK OMAHA PHOENIX SAN DIEGO SEATTLE NATIONWIDE

## PROJECT COORDINATOR – OLYMPIA, WA

### Position Description

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