

PROJECT COORDINATOR

Fulcrum, a leading consulting firm managing risk in the real estate and construction lifecycle nationwide, is seeking talented individuals to join our team nationally!

Our dynamic team of employees with diverse construction backgrounds are dedicated to providing the highest quality services to our clientele including lenders, financial institutions, equity investors, owners and developers.

Position Description

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

- 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: <https://fulcrumcompany.com/careers/employment-application/>.

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