



## **Project Coordinator: Oshkosh**

**Position: Full-Time, Monday – Friday, 8:00 AM to 5:00 PM**

**Education Preferred: Architectural Technology / Design**

**Benefits: Health Insurance, Life Insurance, 401k Plan**

**Drivers License Required**

### **Essential Functions:**

- Creating and maintaining electronic and paper files for project information as well as archival of data
- Use blueprints to determine swing of doors and check door schedule
- Assist Project Manager on multiple projects and work closely with co-workers, customers, and vendors to coordinate project details
- Communicate with Project Manager to utilize best products for application, delivery and profitability
- Prepare change orders and provide pricing to customers.
- Submit samples and product data
- Communicate with customers, vendors, architects and co-workers by phone, e-mail and in person with excellent communication
- Prepare shop drawings using CAD software (10% of job)

### **Knowledge, Skills & Abilities:**

- Experience with CAD software, architectural, engineering or construction background is desirable but not required
- Extremely strong organizational skills, capable of multitasking and ability to prioritize
- Must have great accuracy and be detail-oriented
- Commitment to outstanding customer service
- Strong mathematical skills
- Great work ethic with exceptional sense of urgency and ability to work within strict deadlines.
- Interpersonal and strong communication skills are essential