



BLOCK IRON

& Supply Company

Architectural Doors & Hardware

PROJECT COORDINATOR

Position: Full-Time, Monday – Friday, 7:30 AM to 4:30 PM

Education Required: High school Diploma or equivalent

Education Preferred: Architectural Technology / Design

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

Drivers License Required

Duties & Responsibilities:

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).

Background Skills:

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. Great work ethic with exceptional sense of urgency and able to work within strict deadlines. Interpersonal and strong communication skills are essential.