



PROJECT COORDINATOR Commercial Construction

Division: Rush Commercial Construction
Reports To: Project Coordinator Lead
FLSA Classification: Non-Exempt/Hourly
Date:

Job Summary

Rush Commercial Construction (RCC) is currently seeking a **Project Coordinator** to join a well-established regional construction company that specializes in Class A office, healthcare, multi-family developments, and senior housing. We are looking for someone who is detail-oriented, has strong communication skills, an ability to efficiently manage their time, a great attitude, is a team player, and maintains an excellent level of professionalism. The **Project Coordinator** will provide administrative support for project start-up, coordination, compliance, project close-out, warranty tracking, and general office support to Project Managers and Project Engineers in a collaborative environment.

Essential Duties & Responsibilities

- Prepares and issues Owner Contracts to clients
- Prepares and manages all subcontracts, purchase orders, and work orders
- Performs weekly follow-up via emails and phone calls with subcontractors to ensure compliance documentation is received and logged
- Tracks, maintains, and reviews subcontractor Certificates of Insurance
- Prepares Operations & Maintenance Manuals at the close of each project for distribution to Owner, and archives all project documents
- Maintains current project list and tracks substantial completion dates
- Coordinates all project warranty requests from clients during 12-month warranty period
- Obtains and manages performance and maintenance bonds for projects, coordinating with City and/or County officials to ensure bonds are released in a timely manner
- Reviews and tracks Retention Release bonds
- Maintains Stormwater Permit spreadsheet and coordinates with project Superintendents to ensure permits are closed prior to incurring additional fees
- Initiates, tracks, and maintains subcontractor prequalification to ensure financial review is completed by Controller
- Reviews all subcontractor change orders to ensure all parties have signed according to RCC's signing authority matrix before sending the costs to accounting system
- Completes credit applications as needed
- Attends various events at different jobsites such as all-staff quarterly meetings, groundbreaking ceremonies, safety lunches, job-walk tours, etc.

Supporting Duties & Responsibilities

- Fosters positive client relationships and provide outstanding customer service

- Coordinates drawing reproduction through ARC Document Solutions
- Ensures all subcontractor sub-tier information is provided to Accounting for all projects

Job Requirements

Experience

- 3+ years of professional, administrative experience with a background in commercial construction preferred

Special Skills

- Proficient in MS Office Suite (Outlook, Excel, Word, etc.) and general office equipment
- Experience with industry business software (i.e. Procore, Bluebeam Revu and Sage 300 CRE) preferred
- Strong problem-solving skills; identifies and resolves problems in a timely manner
- Strong customer service skills; maintains necessary professional relationships and commitments
- Strong oral and written communication skills; proactive and results-driven
- Ability to be a self-starter and work well independently as well as with a team
- Ability to thrive in a fast-paced setting, with a high level of activity and frequent interruptions

Compensation & Benefits

Compensation: \$61,500 - \$75,000 (DOE)

Benefits: Medical, Dental, Vision, Life Insurance, 401 (k), 401 (K) matching, FSA, HSA, Tuition Reimbursement, Referral Program, Employee Discount, Professional Development Assistance, Paid Time Off and Bonus.

Team members at The Rush Companies have a strong reputation for exercising integrity, good judgment, and sound business practices in our dealings with clients, consultants, subcontractors, and suppliers. We are committed to selecting only those individuals who share in our loyalties while also maintaining our standards of quality and safety.

For more information about The Rush Companies go to:

<http://www.therushcompanies.com>

Equal Opportunity & Drug-Free Employer

Disclaimer: This job description is only a summary of the typical functions of the job, not an exhaustive or comprehensive list of all possible job duties and responsibilities.