



## **Construction Project Coordinator**

Finishes Solutions brings together a unique combination of resources under one roof. Our team of experts have a winning track record of excellence in real estate development, construction, remodeling, management, sales, insurance, and finances.

At Finishes Solutions, you'll be able to work with other brilliant, driven teammates who care about doing the best work to succeed. To do this, we believe in hiring top talent and encourage each team member to actively drive the Finishes culture. We also highly collaborative and go above and beyond to make sure that we're all on the same page and have the tools we all need to succeed.

We are seeking a Construction Project Coordinator to join our team! You will oversee project planning, scheduling, budgeting, and implementation.

One of the main tasks that must be executed by a construction project coordinator is to plan meetings, which involves working directly and cooperatively with other team members and the client to schedule and plan meetings to give room for planning and updates throughout the entire course of a construction project.

The project coordinator is also saddled with the responsibility of organizing the logistics of a construction project by setting a schedule, tracking dates, budgets, and other relevant information with the utilization of spreadsheets. Must also create, keep, and maintain detailed, up-to-date, and accurate records of all aspects of a construction project development which may include sorting reports, contracts, invoices, and financial files for quick and easy access and future reference. It is also important that a construction project coordinator liaise and work directly with clients to give adequate responses to their requests and also convey information regarding the status of the construction project.

### **Responsibilities:**

- Oversee all aspects of construction project from planning to implementation.
- Allocate resources for assigned projects.
- Interface with project inspectors, contractors, architects, engineers, city and county officials, and clients.
- Negotiate with contractors to receive reasonable order costs.
- Maintain high standards of workmanship that adhere to original plans and specifications.
- Ability to prepare and interpret flowcharts, schedules, and gradual action plans.
- Strong organizational skills, since a construction project coordinator must handle and execute multiple tasks.
- Working cooperatively with project managers to eliminate blockers.
- Overseeing and monitoring construction project progress and tackling any issues that may arise.

# Finishes

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- Seeking and issuing appropriate legal paperwork such as contracts and terms of the agreement.
- Support and attend meetings, record action items, picture and video recording of projects.
- Ensuring that all standards and requirements are met by conducting quality assurance tests.
- Strong communication and interpersonal skills, as the Coordinator must liaise with managers and convey information to other workers.
- Excellent time management skills is a must to ensure that projects are completed within given deadlines.

**Qualifications:**

- Previous experience in construction management or other related fields
- Familiarity with construction management software
- Strong leadership qualities
- Strong negotiation skills
- Deadline and detail-oriented
- Highly organized management skills