

Project Coordinator

Job Description

Role Summary: The primary goal of this position is to assist in the management and coordination of all aspects of our residential concrete jobs to ensure a seamless process for customers and production from start to finish. You will assist in managing projects that include but are not limited to monolithic slabs, concrete flatwork (regular and decorative), grade and preparation, demolition of existing concrete. The Project Coordinator is responsible for continued communication with the customer and will oversee the projects from beginning to completion. The ideal candidate for this position will work towards transitioning into a Project Manager role.

Job Responsibilities:

Assist the Project Manager in...

- Conducting Pre-Production walkthroughs with the clients and builders
- Managing Subcontractors - Ensure Quality Control of Subs
- Scheduling subcontractors for each project
- Ordering material needed for each job
- Ensuring equipment is staged for the project
- Confirm inspection approval
- Provide Job Take-Offs per project
- Proper cleanup of the job site.
- Very detail-oriented and well-versed in time management
- Communicate with the JCC team, subcontractors and customers from the beginning to the end of each job
- Striving for the highest level of customer service

Desired Skills:

- High level of attention to detail, time management and organization will be required
- Experience leading others
- Great people and relational building skills
- Timely.
- Productive.
- Team Player.
- Trustworthy.
- Ability to multitask.
- Willing to learn and engage in team meetings with fresh new ideas.

Requirements:

- 0-2 years of experience in the Construction Industry
- Any licensing or certifications (*preferred, but not required.*)
- General Concrete and/or Grading Knowledge.
- Person vehicle for travel to and from job sites. (J. Callahan Concrete will provide a company gas card.)