



PROJECT COORDINATOR - CT

DESCRIPTION

This position is responsible for assisting with the coordination of the scope of work to ensure hours allotted, materials used, tools required and hours of operation for a project meet specific budget requirements.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Work Project Managers and Team Lead to support safe and profitable delivery of low voltage projects.
- Coordinate and track the ordering and delivery of materials and tools needed per project
- Assist with tracking of labor and material cost throughout the project when required; invoice projects quickly to maximize cash flow
- Utilize Daily Job Journals, Inventory, Forms and Communications Records to direct field personnel and ensure that schedules are met
- Approve and sign all material invoices and technician timesheets
- Work with management to generate appropriate documentation to submit change order pricing for all items outside the approved original scope of work
- Provide required closeout documentation including 'as-built' drawings, cable certification reports and applicable warranties
- Other duties as assigned

JOB REQUIREMENTS

- High School Diploma or equivalent
- 3 + years experience in construction or the telecommunications industry
- Basic understanding of cable projects
- Strong MS office skills
- Ability to read, analyze and decipher scopes of work
- Excellent oral and written communication skills
- Effective interpersonal skills
- Ability to prioritize conflicting demands
- Ability to work effectively with co-workers, customers and sub-contractors
- Valid driver's license and clean driving record
- Ability to see things at close vision
- Ability to lift and/or move up to 10 pounds

The worker is subject to inside and outside environmental conditions while working or reviewing customer work locations.