



## Project Coordinator

### Role Profile

#### **Company / Firm Description**

Our core values are our constitution. They are the principles shared by everyone in our company. These values drive our culture and priorities while providing a framework in which all decisions are made. The Core Values are the foundation on which the company is built.

#### Authentic

Trust and accountability through open honest relationships

#### People

Putting people first by providing a supportive environment to connect and develop

#### Spirited

Driven to positive outcomes through ambition and being proactive

#### Fearless

Courageous, confident and always setting the next standard

#### Stewardship

Providing for those in the communities where we do business

#### **Title**

Project Coordinator

#### **General Role Description**

The Project Coordinator works closely with the Project Manager to assist the construction process. This individual strives to understand how to develop and maintain positive relationships that result in long-term partnerships with clients, subcontractors and vendors. The Project Coordinator facilitates consistent and accurate communication with all parties involved in the project process. The individual is a key team member and assists to establish a project focus that includes; clear and concise communication between the project team members, expediting all prime/vendor contract and invoice documentation to maximize the projects' financial performance.

The Project Coordinator reports to the Project Manager and has no direct supervisory responsibilities.

## **High Level Key Responsibilities**

### **Project Management**

- Promote positive relationships between Subcontractors and Project Managers and Clients
- Foster all relationships; Owners, Subcontractors etc.
- Engage in team building
- Use approved processes
- Holds project teams accountable for behaviors that deliver results
- Work with project teams regarding profitability while driving repeat business through project quality and performance under various contracting methods
- Is willing and capable of holding ourselves, our subcontractors, and our clients accountable in a professional and collaborative way.
- Proactive problem solving: recognize and drive resolution of any obstacles preventing success in subcontracting, and purchase order areas of a project.
- Professional appearance while conducting all company business
- Project Closeout – focus on driving project management to succeed with closeout documentation
- Ensure projects are set up appropriately with detailed project information, budgets, etc...
- Effectively communicate with all internal and external persons assigned to the project team
- Identify and share opportunities for improvement in processes
- Work with project management to identify project specific reporting requirements, maintain documentation, and create reports

### **Buy Out**

- Participate in project handoff meetings from Estimating to Operations
- Assist the Project Manager with the vendor contract administration of each trade with a positive end result for Trinity Commercial Construction and our Subcontractors

### **Finance / Risk Management**

- Understands that financial success is a necessary result for our business to grow and succeed
- Assist Project Manager with contracts and how they affect project outcomes
- Assist the Project Manager with managing contractual associated risks i.e. contract documentation control, invoice and payment application documentation administration
- Assist the Project Manager with overseeing project budgets, cost expenditures, change management, forecasting, timely draw submissions, timely payment from clients, and timely payment of subcontractors
- Assist accounting with subcontract pay app documentation and vendor invoicing approved processes
- While working with Project Managers and other project team members, insure project documentation is accurate and completed efficiently