

Construction Project Coordinator

Job Details

Level: Experienced
Job Location: Mesa, AZ

Position Type: Full Time
Education Level: High School

Job Shift: Day
Job Category: Admin

COMPANY OVERVIEW

A5 Construction LLC is one leading commercial general contractor specializing in corporate interiors, building renovations, tenant improvements, and new construction.

Our company was founded and adheres to a strict set of principles and moral code. We operate with integrity, accountability and discipline. We strive on quality and dependability.

Our Mission

To enhance the quality of the construction experience for our customers through exceptional communication and unmatched service.

Our Vision

To be the clear choice for commercial construction services in the markets we serve!

GENERAL SUMMARY OF ROLE

Project Coordinators support Project Managers and provide assistance in delivering projects on time, under budget, to the complete satisfaction of the Clients and in accordance with project drawings, specifications, and other contract documents.

KEY RESPONSIBILITIES

- Obtaining, proposing and/or initiating project documentation
- Managing project revisions
- Tracking project milestones and delivery dates
- Preparation of weekly construction meeting packages
- RFP's, RFI's and related logs
- Additional assignments as requested

Skills/Qualifications

- Self-Motivated and detailed oriented
- Highly organized
- Exceptional computer and people skills
- Communication Skills (written & verbal)
- Dependable
- Flexible/Multi-Tasking
- Time Management Skills
- Problem Solving Skills
- Team Oriented

REQUIREMENTS

- Two (2) years minimum construction experience
- (Timberline) Sage experience a plus
- Available to work M-F, 8 am – 5 pm and overtime when necessary
- Construction Project Coordinator experience a PLUS