

Construction Project Controls & Estimating Coordinator

Company: JP Tank, Inc.

Location: Rosendale, Wisconsin

Position Type: Full-Time – Office Based

About JP Tank

JP Tank is a growing industrial concrete construction company specializing in large concrete tanks, digesters, waste storage structures, lagoons, and other agricultural infrastructure projects across the Midwest and United States.

Our projects involve complex reinforced concrete structures that require careful planning, strong field coordination, and disciplined project execution.

We are looking for a highly organized and detail-oriented individual to support our estimating and operations team by managing project documentation, budgets, job costing, and project controls.

This position works directly with the company President and estimator and offers a career path into construction estimating and project management.

Position Overview

The Construction Project Controls & Estimating Coordinator is responsible for converting estimates into proposals, setting up project budgets, managing project documentation, and tracking project performance through job costing and key performance indicators (KPIs).

This role serves as the administrative and financial control center for construction projects, ensuring estimates, budgets, field reporting, and job costing remain aligned throughout the life of each project.

The role also provides a growth path toward assisting with construction estimating.

Key Responsibilities

Proposal & Bid Administration

Convert completed estimates into professional customer proposals

Review estimate scope and inclusions with the estimator

Format proposal documents using company templates

Submit proposals to customers

Track proposal status and maintain bid logs

Maintain the company bid pipeline tracking system

Assist the estimator with bid documentation and organization

Project Setup & Budget Creation

When projects are awarded, the coordinator will:

Set up new projects in the company accounting system (Intuit Enterprise Suite)

Create cost-coded project budgets aligned with the estimate

Enter labor budgets, equipment budgets, and material budgets

Ensure estimate structure aligns with job cost tracking structure

Create and organize project files and documentation systems

Complete job setup checklists including project information, contract details, and wage requirements

Project Controls & Job Cost Tracking

Track project budgets versus actual job performance

Maintain job cost reports and financial tracking

Monitor labor hours and production data

Track key project performance indicators (KPIs)

Identify potential cost overruns early

Assist with weekly project performance reporting

Support job cost forecasting for ongoing projects

Vendor Invoice Coding & Job Cost Entry

Review and code vendor invoices to the appropriate job cost codes

Ensure vendor invoices are entered accurately into Intuit Enterprise Suite

Verify invoices align with project budgets and job cost categories

Assist accounting with accurate job costing records

Change Order Management

Track potential scope changes on projects

Maintain change order logs

Prepare change order documentation

Coordinate with field staff regarding scope changes

Submit change orders for approval when required

Track approved versus pending change orders

Document Control

Maintain organized digital project files

Manage drawing revisions and plan distribution

Maintain submittal logs and shop drawing records

Prepare Requests for Information (RFIs) when required

Maintain approved submittal folders for field crews

Ensure field staff always have access to current project documents

Production & KPI Tracking

Collect production data from field staff including:

Square feet of formwork installed

Tons of rebar installed

Cubic yards of concrete poured

Labor hours per production activity

Maintain KPI dashboards used for project performance tracking

Assist with weekly project performance reporting

Apprentice Labor Tracking

Monitor apprentice hours and ensure proper tracking for reporting purposes

Verify apprentice labor hours are recorded correctly in the job cost system

Coordinate with field staff to ensure apprentice labor requirements are met when applicable

Job Forecasting

Assist with real-time job forecasting based on production data and job cost reports

Track project progress against production targets

Identify potential financial risks early in long-duration projects

Provide support for weekly job cost forecasting reports

Post-Project Analysis

Assist with post-job cost analysis

Compare estimate versus actual project performance

Identify lessons learned for future estimates

Help improve estimating accuracy over time

Software & Systems Used

Intuit Enterprise Suite (Construction Accounting)

Microsoft Excel

Bluebeam (PDF markup and document review)

Dropbox or digital project file systems

Microsoft Project or similar (construction scheduling)

Required Skills

Strong organizational ability

High attention to detail especially with numbers

Comfortable working with numbers and spreadsheets

Strong written communication skills

Ability to manage documentation and project data

Ability to work in a fast-paced construction environment

Preferred Experience

Construction industry experience

Project coordination or estimating support experience

Experience with construction accounting or job cost systems

Ability to read construction drawings

Experience with spreadsheets and accounting programs

Career Growth Opportunity

This position is designed to grow into an estimating role.

The right candidate will gain experience with:

Construction estimating

Project budgeting

Production tracking

Construction operations

Compensation

Typical salary range: \$75,000 – \$95,000 depending on experience.

Benefits include paid time off, 401k with company matching, company health insurance, and potential performance-based incentives.