

Assistant Project Coordinator - Responsibilities

The Assistant Project Coordinator will serve in a highly flexible and agile role. They will work closely with experienced construction managers to provide support with contracts, administration, estimating and requires general knowledge of construction contracting and office management methods and practices. The position coordinates administrative support required to assist management and insures compliance with established and generated contractual agreements, bid preparation, tracking and payment of invoices received and billed, generating reports, processing various administration tasks within the guidelines and policies of PMR, LLC and special projects as assigned.

Requirements

- General knowledge of the construction trades
- Strong attention to detail
- High School diploma or GED is required
- Associates' Degree in Construction or related field preferred
- Solid work history with references
- **Analytical Skills:** Construction coordinators must be good at planning for large-scale, multi-step projects.
- **Decision Making:** Construction coordinators must make lots of decisions, such as picking subcontractors, materials, paints, and more.
- **Management Skills:** Must lead their teams, and keep them motivated and focused on the job.
- **Communication:** Good writing and speaking skills are needed by construction coordinators when communicating with other employees, writing proposals, subcontractors, procuring materials and dealing with clients.
- **Technical Skills:** Construction coordinators must know construction methodologies, read blueprints and understand other technical aspects of construction.
- **Time-Management:** Deadlines are crucial in construction. Making sure that everything is on time and moving smoothly is a critical part of the job.
- **Professionalism:** Often working in a residential and commercial settings; courtesy and discipline are expected.

Company Description

Starting pay rate is based on current and/or past experience. We offer our employees competitive benefits including, tools to build a solid career, extensive and ongoing training, exceptional opportunities for advancement, opportunities for career growth, and much more. PMR, LLC is an Equal Opportunity Employer and proud Veteran friendly business. Our corporate office is located in Chanhassen, MN.

Interested in growing your career? Email office@pmrcontractors.com for an application.