

Mark Cerrone, Inc., Western New York's Premier Site Contracting and Construction Company, is looking for a Project Coordinator.

Project Coordinator

Under the direction of a project manager, this individual coordinates various project tasks to provide for an efficient and productive completion of company construction projects. This includes project documentation, vendor and subcontractor relations, field support, project schedules, and contract progress and payment processing.

The individual will coordinate the transition of successful bids to active projects including working with project manager and accounting department to set up jobs in project management software. The Project Coordinator reviews plans and specifications to identify project requirements for recordkeeping, safety, materials, and subcontracts. This individual is responsible for compiling and preparing project correspondence, maintaining data, assisting with record maintenance, and organizing pay request submittals. Responsible for obtaining previous days' time sheet and required paperwork from the field.

Coordinates submittal process with vendors and subcontractors and assists in preparation of all change requests for review. Works with field supervisors to ensure materials and other requirements are on-site and on time to maintain productivity. Interacts with owners, architects, engineers, contractors, and vendors regarding project evaluation activities, pay requests, and other project concerns.

Knowledge & Skill Requirements

Four-year college degree, preferably in construction management or civil engineering, or a two-year degree with 2+ years of paid construction project administration or management experience is acceptable. Must be highly organized and capable of multi-tasking in a fast-paced work environment. Excellent oral and written communication skills, solid knowledge of plans, drawings, and specifications. Effective time management skills, and logical decision-making ability are necessary. Must be proficient in Microsoft Office and be knowledgeable and adaptable to new computer software and technology. Experience in Vista/Viewpoint is preferred.

If this is a position that you are interested in pursuing, please e-mail your resume to jobs@markcerrone.com. You can mail your resume to: Mark Cerrone, Inc.; 2368 Maryland Avenue; Niagara Falls, NY 14304. ATTN: Human Resources, or stop in and complete an application.

Mark Cerrone, Inc. is an Equal Opportunity Employer. M/F/Vet/Disability/VEVRAA