



## **Job Description for: Office / Project Coordinator**

### **Summary:**

The primary function of the Office / Project Coordinator will be to facilitate all aspects of the construction process. In this position, you will be responsible for coordinating and communicating with multiple departments to ensure that all work is completed to the highest quality standards.

### **Operations / Preconstruction / Estimating:**

- Assist in writing contracts / purchase orders / changes orders
- Manage project documentation, including contracts, change orders, and other project-related materials
- Collaborate and support Operations team to ensure project success
- Support Preconstruction team with project timelines and budgets
- Support Estimating team with project solicitation and follow up phone calls

### **Office / Accounting:**

- Answer and transfer phone calls
- Assist with accuracy and productivity of day-to-day activities of accounts payable, accounts receivables, cash disbursements, expenses and invoicing/billing.
- Assist with requesting and reviewing subcontractors' certificate of insurance
- Support Accounting team with accounting tasks as needed

### **Qualifications:**

- Experience with business accounting and accounting systems
- Outstanding communication and negotiation abilities
- A team player with leadership skills
- Ability to coordinate multiple projects simultaneously
- Strong analytical and organizational skills
- Ability to deal with frequent changes, delays or unexpected events

All tasks and descriptions as prepared above are subject to review and changes by any employee of Symmetry Builder's Inc. In no way is the above write-up designed to encompass all tasks, rather it is designed to provide guidance and help to create leadership and success!

**Send Resume to:** [careers@symmcos.com](mailto:careers@symmcos.com) by end of day July 5<sup>th</sup>, 2024

**Compensation:** \$55,000 - \$75,000 annually

**Benefits:** Employer paid health, dental, vision, life insurance, matching 401k, paid time off (pto)

**Work Location:** In office only (no remote work)