Date: July 27, 2015

To: Potential Applicants

From: Andrew Roelfs, HR Generalist, Interstates Companies  Andrew.roelfs@interstates.com  712.722.1664x2225

Re: CSM New Hires- PROJECT COORDINATOR OPENINGS

**SUMMARY:** This position provides direct support to the Project Manager or Supt. working under direct supervision, the Project Coordinator aids in the acquisition and execution phase(s) of project delivery defined in the essential duties section. This position must follow specific and defined procedures and instructions (verbal and written), and requires supervisor approval of proposed actions.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following. Other support duties may be assigned.
- Scheduling-Creating and monitoring project schedules, communicating updates with clients, staff, and other contractors
- Client Relationship Management-Keeping all stakeholders informed of important jobsite progress
- Billing-Monitors the progress and changes of project financials
- Job Planning- working with pre-construction to ensure construction is as lean and agile as possible
- Tracking / Monitoring / Analyzing Project Data- Working with engineering and other departments providing accurate documentation and progress reporting
- Administrative Duties- Working with subcontracts and safety throughout all business units
- Training Onsite Personnel-Implementing procedures on the jobsite and training appropriate staff in project management practices
- Estimating-Analyzing documentation in preparing the proposals with clients and vendors

**TRAVEL REQUIREMENTS:** For full-time employees, travel and/or relocation may be required.

This position is part of our national traveling team, and may be located at jobsites throughout the US.

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