

My company is looking to hire a graduating student in your program or alum for these positions. Can you send interested applicants my way?

1 Project Coordinator for Multi-Family Housing

The Position: The Project Coordinator is responsible for the flow of documents between the Project Manager and the subcontractors/design team and assisting the assigned Project Manager in general administrative duties at the home office for the construction company.

What is Needed:

- Must possess a Bachelor's degree in civil engineering, construction management or equivalent combination of technical training and experience.
- Must have 3-6 years of experience with project cost accounting, controls and/or engineering
- Must understand and be able to interpret safety laws and company policies/standards
- Must be able to read and interpret blueprints and other technical drawings and documents

Specific Responsibilities:

- Process subcontracts and related change orders to subcontracts.
- Per the PM's direction prepare subcontract purchase orders for approval based on quantity take offs and/or request from superintendent.
- Per the PM's direction prepare and review Submittals for approval and distribute based on project specifications.
- Per the PM's direction Requests for Information/Architects' Supplemental Instructions/Change Orders (RFI, ASI, CO) process.
- Input and maintain up to date RFI, ASI and CO logs for review by the President, VP/Senior Project Manager and Director of Field Operations.
- Input and maintain up to date Submittal logs for review by the President, VP/Senior Project Manager and Director of Construction.
- Update and distribute subcontract/PO status logs.
- Maintenance of subcontract files. Verify files are complete, procure documents missing, and assist Project Managers in getting those documents
- Perform take offs and material quantities for various products as applicable.
- As requested collect samples of materials from vendors from which management can select (e.g. siding & brick) products, colors, etc. for each project.
- Assemble LEED/Green/Earthcraft required documents binders.
- Assemble close out binders/as built drawings for various governmental agencies, investors, lenders, etc.
- Assist accounts payable clerk and PM with follow-up with subcontractor in processing monthly pay application.
- Research and evaluate payment requests for all unmatched invoices as provided by accounting.
- Distribute punch walk notices.
- Assist in updating Team Member schedule.
- Attend turnover meeting (from pre-construction to construction operations) for all projects to ensure operations understands all requirements of projects.
- Attend department meetings as required.
- Attend trainings as required.

2 Multi-Family Housing Project Manager

Major Responsibilities and Duties:

- Formulate a project estimate for development
- Review draft construction documents and drawings
- Provide scopes of work
- Negotiate with potential subcontractors
- Issue all subcontracts
- Issue all change orders
- Approve all requests for subcontractor payments
- Conduct Site Visits
- Work with site engineers to ensure site engineering and related site costs are kept as economical as possible.
- Verify final plans/drawings and specifications are consistent with expectations
- Prepare purchase orders for approval based on quantity take offs and/or request from superintendent
- Represent company in project meetings
- Other duties as assigned

Skills and Abilities:

- Must possess a Bachelor's degree or similar experience
- Must have over 5 years of experience with extensive knowledge of construction
- Must be able to understand and interpret safety laws and company policies/standards
- Must be able to apply innovative and effective management techniques to maximize associate performance
- Must be a business oriented person
- Ability to assure responsibility, interface, and communicate effectively with others



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