

PLAZA COMPANIES

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Construction Coordinator

Developer and Project Management Company seeking an experienced and highly organized **Construction Coordinator** to work as part of a team managing multiple aspects of our construction department and manage both tenant improvement and capital expenditure projects independently.

Specific Responsibilities:

This position is responsible for managing projects independently, including, but not limited to, the following duties:

- Prepare and properly distribute various types of correspondence
- Maintain Job Status Report Logs inputting project specific details
- Maintain client and vendor information including contract, phone numbers, contractors license information and insurance certificates
- Preparation of Request For Proposals, including distribution of plans, finish selections and addendums
- Follow up on receipt of bids and create Bid Summaries using Plaza standard forms
- Compile necessary information and supporting documentation to complete forms and submit to ownership for project approvals
- Create and maintain job files ensuring all necessary forms/plans/contracts are signed with hard copy in the file and digital copy on the server
- Maintain communications with Director of Design and Construction and VP of Design and Construction on progress of current projects, construction Schedules, and weekly meetings
- Schedule and coordinating client meetings at both the office and job site
- Complete onsite progress inspections during construction to ensure work is being completed per plans and specifications

Minimum Standards:

Position requires a high school diploma; college degree preferred, ability to read, write and follow detailed instructions in English; all general office functions & ability to operate office equipment. Must have exceptional communication and organizational skills along with an ability to learn quickly and adapt to ever changing project requirements. Position requires some experience working in the construction industry, with demonstrated proficiency in Microsoft Office , including Microsoft Excel and Adobe PDF Creator.